



BUDGET DEVELOPMENT SYSTEM (BDS)
STEPS TO BUILDING A BASIC BUDGET
User Manual


October 2015

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About this Tutorial

This tutorial was developed to take budget staff through the sequential steps of building a budget using the Budget Development System (BDS). The sample budget developed in this tutorial is developed at the program level using the most basic features of BDS.

This tutorial can be used in a formal training session, for individual practice, or developing the agency budget request. Actual values to be entered when using for training or for practice are **highlighted**. If practicing on your own, please use your judgment to determine values to be used for practice or actual budget work. Each task is preceded by a brief explanation of the task and its importance in your budget development, as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a  on the task. Please note when using for budget development, use the appropriate biennium, budget source and budget type. These depend on the time of year and activity being performed.

Every effort is made to ensure that the BDS tutorial and OFM Budget Instructions agree in every way. In case there is a discrepancy, the OFM Budget Instructions take precedence. The OFM Budget Instructions can be found at <http://www.ofm.wa.gov/budget/instructions/operating.asp> .

The BDS Tutorial is available to users available on-line in the BASS Library at <http://bass.ofm.wa.gov/BassPR/library/default.htm> or <https://fortress.wa.gov/ofm/bass/basspr/library/default.htm> for Fortress users. The library may also be accessed by the help links available in all BASS applications.

BDS Goals

BDS is designed to support those budget development activities that are common to most agencies. These include:

Building Your Budget Base - Agencies can load the current biennium budget into BDS through a feature that automatically extracts combinations of estimated and actual expenditures, FTE, and revenue from the Agency Financial Reporting System (AFRS). There are also options for selecting the level of detail and whether to include approved estimates, adjusted estimates, actuals, or all three. The agency budget base, like all budget components in BDS, comprises of one of more decision packages.

Creating Preliminary Budget Proposals – Users can easily build proposed decision packages in BDS at a summary level, entering a description and justification, and funding estimates at the agency or program level. As the package moves through the agency's budget approval process, more detail can be added to the package using the same system features.

Recording all Elements and Impacts in the Decision Packages - Users can enter a variety of budget elements into each decision package. BDS allows users to input decision package narrative and justification under a standard set of headings outlined in the budget instructions. It allows you to link the decision package to your agency's strategic plan through goals and performance measures. It provides budget worksheets to record estimated expenditures by fund, expenditures by object, FTE, revenue, and performance measure impact.

Customized Decision Package Worksheets - BDS gives each agency the flexibility to build each of their decision package worksheets at the level needed to meet their organizational budgeting and reporting needs. Decision Packages include the same program, organization, and project index structure used in AFRS, as well as budget unit, and agency activity. Each decision package can carry its own worksheet coding, and the coding built in one package can easily be copied to another.

Identifying Incremental Budget Changes - BDS supports the creation of the agency budget following the standards defined in the overall state budget step table. In entering data for the four steps, (current biennium-CB, carry-forward level-CL, maintenance level-ML, and performance level-PL) users can create decision packages that focus on either mandatory or optional budget adjustments. Several BDS reports follow the step table format and provide a bottom line view of the budget.

Looking at the Big Picture - BDS provides on line summarized views of your budget. The list of decision packages by ID gives users a real time indication of the scope and size of your budget. The associated decision package filter option allows users to focus in on specific budget elements. The list of decision packages by ID view allows users to drill into any of the packages on the list.

Creating Multiple Budget Scenarios - Agencies can build different budget scenarios using the version feature in BDS. Agencies can define, create, and assign budget versions as needed to organize their budgets and group related decision packages. A version can contain one or more budget levels (CB,CL,ML,PL). The use and assignment of a version is not restricted in any way.

Preparing Your Budget Submittal - As the agency begins to reach final decisions on the agency budget, you may want to limit edit access to your budget. Users can lock a decision package, or (in the future) an entire version. This allows authorized staff to make last minute adjustments prior to your release to

OFM. BDS will automatically roll up the budget data to the level required by OFM for submittal budget reports and electronic release.

Budget Reporting - BDS offers a series of working reports at the detail and summary levels, as well as a set of submittal reports required by OFM. A new reporting feature allows users to download the report to Word or Excel for further formatting or preparation of your final budget document. More detailed and flexible reports are available through the Budget Reporting System – BDS reports tab.

Develop the Agency Activity Inventory – BDS now offers Activity Descriptions, performance measure descriptions and estimated amounts, and ties to incremental decision packages for development of the agency budget and activity inventory as one seamless exercise.

Getting Started – Logging on to BDS and System Navigation

1. Open Internet Explorer and enter the login address <http://bass.ofm.wa.gov/basspr/login/login.asp> (or <https://fortress.wa.gov/ofm/bass/basspr/login/login.asp> for Fortress users) in the address bar of the browser.
If in a training session, skip this step
2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is located in the BASS Library.* <http://bass.ofm.wa.gov/BassPR/library/security.pdf>
3. Before going into BDS ensure that your **Internet Explorer** settings are as shown below:
 - a. Select **Tools** Menu
 - b. Select **Compatibility View Settings**
 - c. Type **wa.gov** in the “**Add this website**” and click add if it is not listed in the box labeled “**Websites you’ve added to Compatibility View**”
 - d. Click **Close**
 - e. Ensure that **Pop-Up Blocker** is turned off by going back to the **Tools** Menu
4. Select the calculator icon for **Budget Development System (BDS)**.
Note: Some menu options will be grayed out if a user with "Edit Access" only rights. See your agency budget officer if you need to complete tasks not currently available to you.

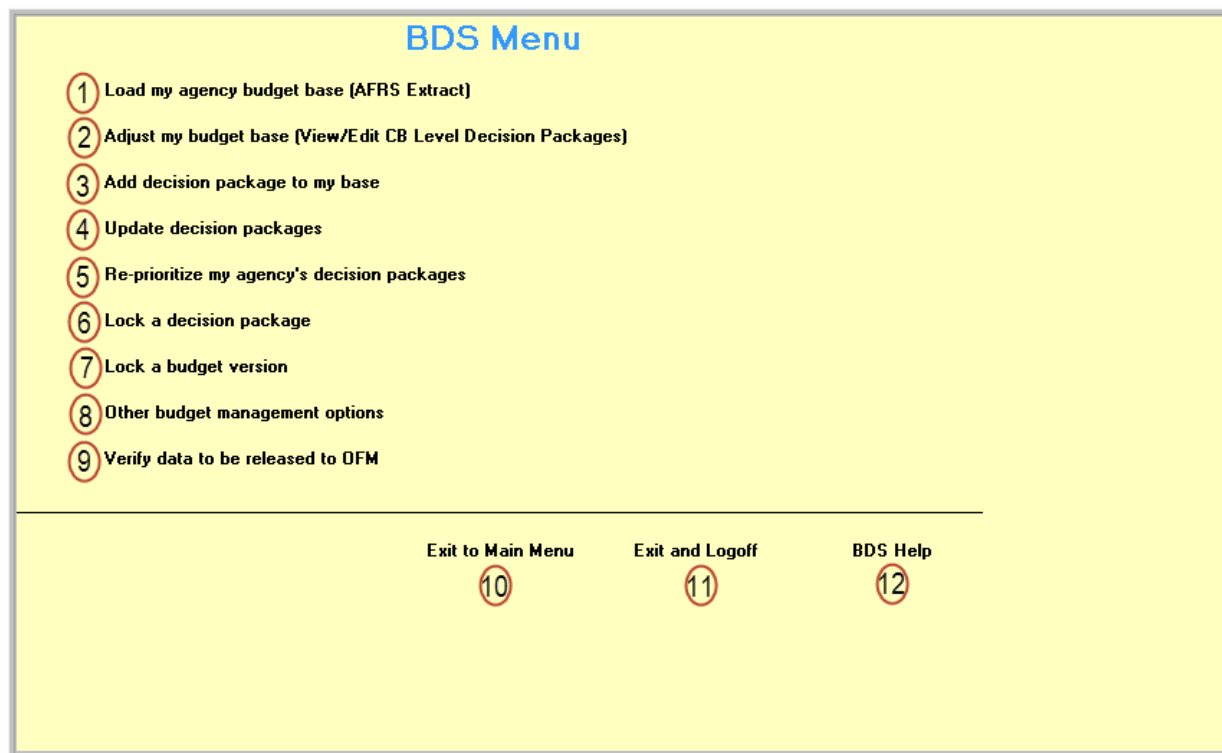


Note: If you get a small grey box instead of the main menu please contact WaTech Solution Center solutionscenter@watech.wa.gov or 360-407-9100, BDS may need to be reinstalled on your computer.



The BDS Menu is designed to lead an agency through the steps in building their budget from the creation of their budget base, to preparing your agency budget proposal for submittal to OFM.

The BDS menu consists of the following selections:



1. Load my agency budget base (AFRS Extract) – Allows the agency budget operations staff to extract current biennium data from AFRS (official or adjusted allotments with or without expenditures through the previous month close), and load into the BASS budget database. Brings up the AFRS Extract Screen.

2. Adjust my agency budget base (View/Edit CB level packages) – Allows the user to view and/or update current biennium decision packages (Budget Level CB). Brings up List Decision Packages by ID screen and sets the DP filter to view only current biennium decision packages.

3. Add decision package to my base – Allows the user to add a decision package to any budget level in the statewide budget step table. Brings up the Add a Decision Package screen.

4. Update decision packages - Displays a list of decision packages available to the user, and allows the user to open a decision package for update. Brings up List Decision Packages by ID screen.

5. Re-prioritize my agency's decision packages - Allows the agency budget operations staff to prioritize decision packages. Brings up the Prioritize Decision Package screen within the Decision Package Management Tab Set of the Budget Management Console. Not available to Edit Access users.

6. Lock a decision package - Allows the agency budget operations staff to lock a decision package. Brings up the Decision Package Control tab within Decision Package Management Tab Set of the Budget Management Console. Not available to Edit Access users.

7. Lock a budget version - Allows the agency budget operations staff to lock a version. Brings up the Add/Update Version screen within the Version Management Tab Set of the Budget Management Console. Not available to Edit Access users.

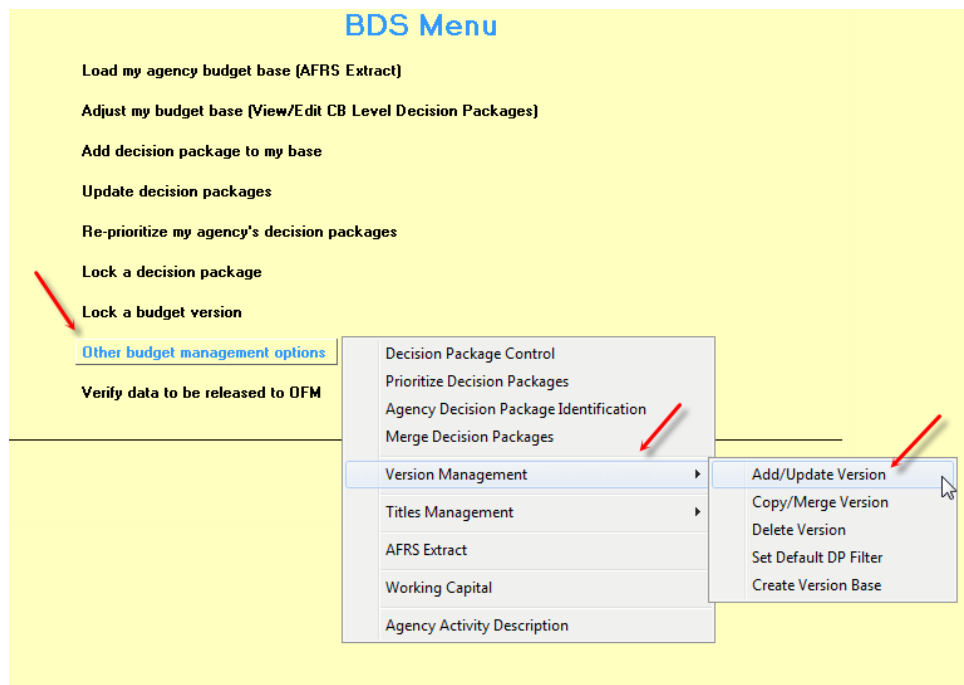
8. Other budget management options - Allows the agency budget operations staff to perform administrative functions. Brings up a list of all of the functions available in the Budget Management Console. They include the ability to lock or delete decision packages, prioritize decision packages, modify the agency decision package titles, version management functions, titles management, and AFRS extract. Not available to Edit Access users (except Working Capital Reserve).
9. Verify data to be released to OFM - BDS will check to verify that certain data is in order prior to allowing you to release your budget. *See Appendix 2 for Pre-Release Edits*
10. Exit to Main Menu – Exits to the BASS Menu.
11. Exit and Logoff – Exits and logs out of BASS.
12. BDS Help – Takes user to the BASS help library.

LESSON 1 – PREPARE YOUR BUDGET VERSION

Lesson 1, Task 1 – Establish a BDS version and set Default DP Filter

Prior to entering a new budget into BDS, a new version will need to be established. A version contains a group of related decision packages, much like a Windows directory or folder. In this example, the relation is all the decision packages that comprise the agency biennial budget request. This step will take the user through entering the new version with the appropriate budget type and budget source, as well as setting the agency Default DP Filter. Setting the agency Default DP Filter assures that users new to BDS will default to the indicated version.

1. From the **BDS Menu** select:
 - Other **Budget Management Options** > **Version Management** > **Add/Update Version**



2. Select the appropriate **Budget Period** using the dropdown list box.
 - 2015-17
3. In the empty row enter any two-digit code in the **Version** cell (numbers and/or letters in any order) to distinguish this version then hit the Tab key.
 - <Your initials>

Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods (bienniums) or published budgets available in the BASS Version Reporting System. This code is your own.

4. Assign a **Title** to your version and hit the Tab key. The title may be anything that helps you distinguish what this group of related decision packages represents.
 - <Your Name> Chosen Title

5. Select Agency from the list of **Budget Sources** available in the dropdown list.

Note: You will choose Agency for an agency request version or Enacted for an enacted budget version.

6. Select *Regular* from the list of **Budget Types** available in the dropdown list and hit the Tab key. If you are creating a version to recast the 1st Year Supplemental, select *First Year Supplemental* from the list of **Budget Types**. You should now see the version you just added in **blue font** in alphabetical or numerical order, dependent on the chosen two digit version, in the version list (use the vertical scroll bar to scroll if not visible on the screen).

Note: You will choose Regular Budget Type for the Biennial Budget or First Year Supplemental or Second Year Supplemental for your Supplemental Budget requests.

7. Hit the **Save** button to save the version.

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version Copy/Merge Version Delete Version Set Default DP Filters Create Version Base

Budget Period: 2015-17

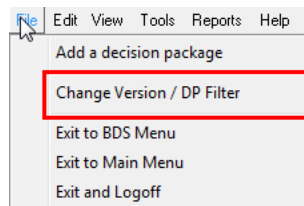
	Version	Title	Budget Source	Budget Type
1	BB	2015-17 Biennial Budget Request	Agency	Regular
2				

Save Reset

Agency: 012 6.0.29

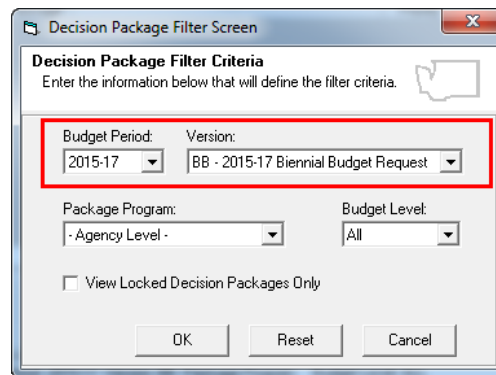
8. Select the **Set Default DP Filters** tab, setting the agency Default DP Filter assures that users new to BDS will default to the indicated version.
9. Choose the appropriate **Budget Period** from the dropdown list box.
 - 2015-17
10. Choose the appropriate **Version** from the dropdown list box.
 - <Your Initials> - <Your Name> Practice
11. Ensure **Package Program** is listed as *Agency Level*.
12. Leave **Budget Level** on the default of *All* or change if necessary.
13. Leave the **View locked decision packages only** *unchecked*, or change if necessary.
14. Click the **Save** button.

IMPORTANT: Here are the steps you will take to change your version in Decision Package Management. Select **File>Change Version/DP Filter**.



15. Select the Budget Period, Version, Package Program and Budget Level.

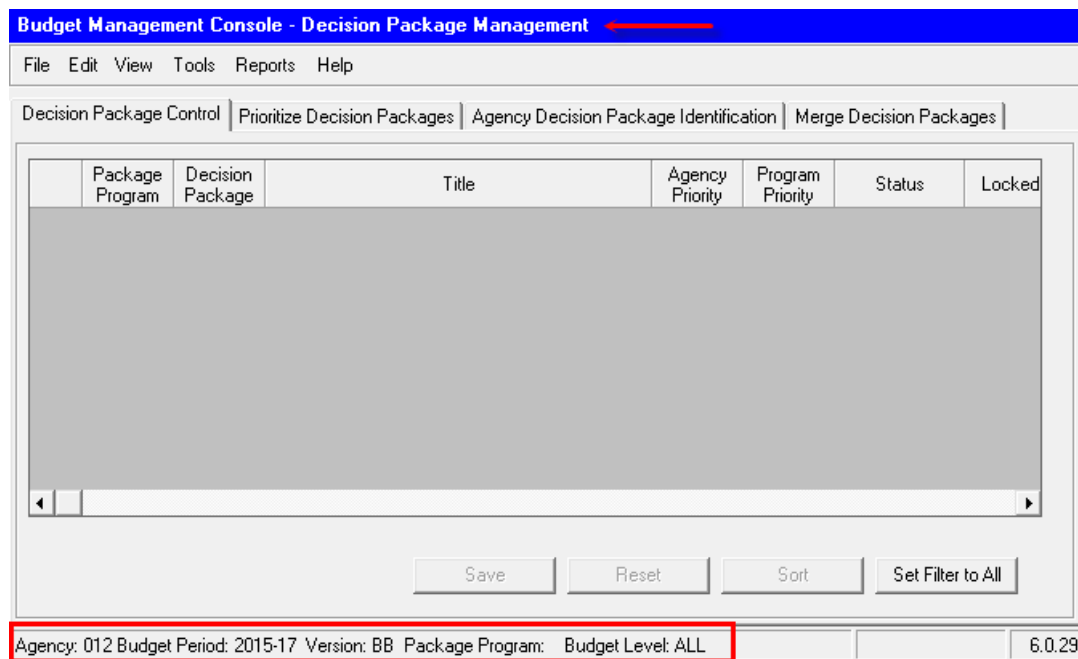
16. Select OK.



The image shows a 'Decision Package Filter Screen' dialog box. It has a title bar with a close button. Below the title bar is a section titled 'Decision Package Filter Criteria' with the instruction 'Enter the information below that will define the filter criteria.' and a small map of Ohio. There are four dropdown menus: 'Budget Period' (set to '2015-17'), 'Version' (set to 'BB - 2015-17 Biennial Budget Request'), 'Package Program' (set to '- Agency Level -'), and 'Budget Level' (set to 'All'). A checkbox labeled 'View Locked Decision Packages Only' is unchecked. At the bottom are 'OK', 'Reset', and 'Cancel' buttons. A red rectangle highlights the 'Budget Period' and 'Version' dropdowns.

17. Select File / Exit to BDS Menu from the BDS menu bar.

RESULTS* You have created a place where your new budget or practice decision packages can be created and found. You have also assured that your agency's first time BDS users will go to the defined budget period and version by default. Setting the Default DP Filter does not necessarily change the version filter, so it is very important to make sure you are working in the correct version by going to File>Change Version/DP Filter and verifying you are in the right version. You can also verify you are in the correct version, while in Decision Package Management, by looking at the bottom of the screen.



The image shows the 'Budget Management Console - Decision Package Management' window. It has a menu bar with 'File', 'Edit', 'View', 'Tools', 'Reports', and 'Help'. Below the menu bar are four tabs: 'Decision Package Control', 'Prioritize Decision Packages', 'Agency Decision Package Identification', and 'Merge Decision Packages'. The 'Decision Package Control' tab is active. It contains a table with the following columns: 'Package Program', 'Decision Package', 'Title', 'Agency Priority', 'Program Priority', 'Status', and 'Locked'. The table is currently empty. Below the table are four buttons: 'Save', 'Reset', 'Sort', and 'Set Filter to All'. At the bottom of the window, a status bar displays the text 'Agency: 012 Budget Period: 2015-17 Version: BB Package Program: Budget Level: ALL' and the version number '6.0.29'. A red rectangle highlights the status bar text.

Lesson 1, Task 2 – Create the Budget Base

The version base is the Current Biennium Expenditure Authority and is displayed as the first line of the Recommendation Summary. Agencies are required to Recast budget data by activity and submit to OFM once a budget is enacted. The data in the Enacted Recast version should be the same in total as the current Expenditure Authority. The previous biennium's recast is now the foundation for the next budget.

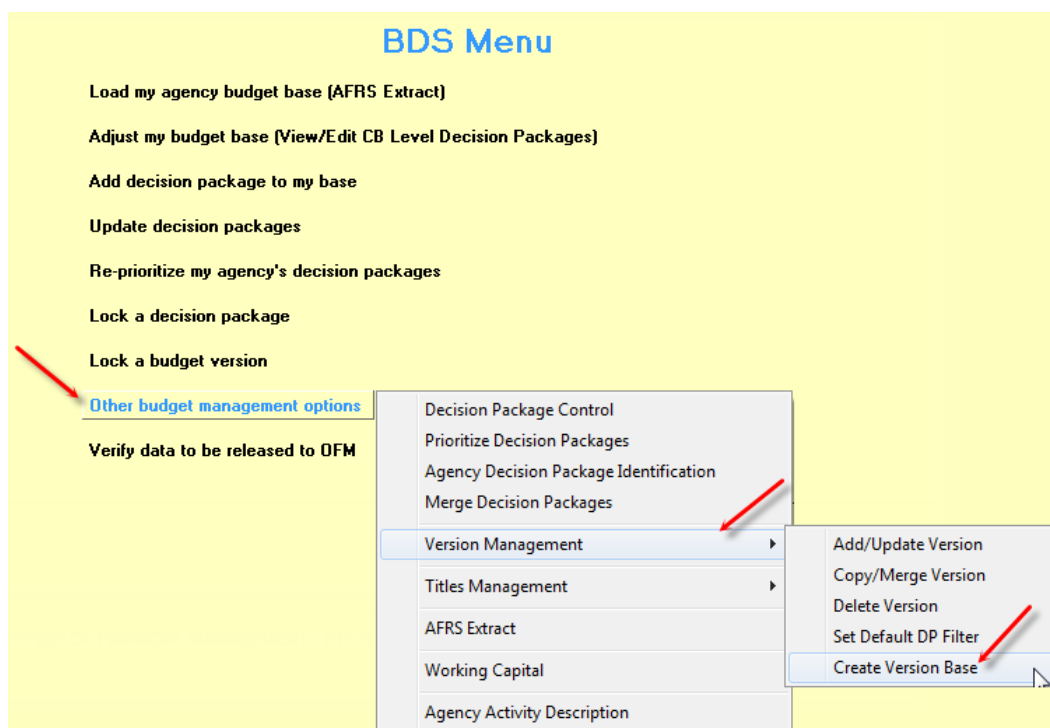
The supplemental budget request only requires the changes you are requesting. For this reason it is not necessary to create a current biennium extract and/or decision package. If you do create a current biennium (CB) package that data will not be received by OFM; for Supplemental Budgets. Please refer to the OFM Supplemental Budget Instructions

<http://www.ofm.wa.gov/budget/instructions/operating.asp> for required documentation. Skip to Lesson 3 if working on Supplemental Budget Request.

This step is to show you how to copy the Enacted Recast version to become the version base for your agency's ensuing biennium budget request.

1. From the **BDS Menu** select:

- **Other Budget Management Options > Version Management > Create Version Base**



2. Select the previous budget period in the **Copy From Budget Period**.
 - 2013-15
3. Select the appropriate version from the **Copy From Budget Period** for creating the version base.
 - EN – Enacted Recast (Enacted Recast May 2014)
4. Select the ensuing biennium for the **Copy To Budget Period**
 - 2015-17
5. Select the version created in Task 1 for the **Copy To Version**
 - <Your Initials> - <Your Name> Practice
6. Leave **Replace existing CB-00 Decision Package expenditure data** unchecked
7. Click **Copy**
8. Select **Yes** and then **OK** to the confirmation messages
9. Select **File > Exit to BDS Menu** from the BDS Menu Bar

RESULTS* You have created a version base for your ensuing biennium budget. We will verify and make any needed corrections to the base when verifying carry-forward level in the next lesson.

LESSON 2 – CREATE YOUR CARRY-FORWARD LEVEL

Lesson 2, Task 1 – Carry-forward Decision Package

The carry-forward level is a reference point created by calculating the biennialized cost of decisions already recognized in appropriations by the Legislature. Carry-forward decision packages are the next incremental layer added to the current biennium base. OFM calculates the carry-forward level for each agency and provides agencies with a worksheet indicating the amount by fund that will be placed in budget submittals.

The OFM calculation starts with the current biennium expenditure authority as represented by current appropriations, compensation allocations, and non-appropriated fund amounts in the budget.

Governor's Emergency Fund allocations and some other allocations such as the Technology Pool is considered nonrecurring costs and are not typically added to the base. Adjustments are then made for biennialization of legislative-directed workload and service changes, and for deletion of costs that the Legislature considered nonrecurring. These ensuing biennium revisions generally match legislative assumptions of "bowwave." See the OFM budget instructions for a more detailed description. Once OFM has determined the carry-forward amounts, agencies can go to VRS, select the CF version and run a report to view their carry-forward level.

Carry-forward decision packages prepared in BDS will not be released to OFM; OFM will use its calculated carry-forward level as the base data. However, OFM and Legislative staff do use the Recommendation Summary reports provided by the agency in its budget submittal--these reports must show the OFM approved carry-forward level or OFM will ask agencies to resubmit correct reports. Agencies will not be allowed to release a BDS version when the version carry-forward total does not match the official OFM carry-forward level total. The steps described below allow users to record their carry-forward adjustments in BDS to ensure that BDS reports run by the agency reflect the OFM carry-forward level.

There are two options for entering decision packages for adjusting carry-forward level.

1. Individual Decision Packages for biennialization of each carry-forward level line item.
2. One Decision Package that adjusts for the total amount of the carry-forward level adjustment.

The example below is for entering an individual Decision Package for a carry-forward level item.

Please refer to the Operating Budget Instructions for more information about carry-forward level.

1. Select File, Add decision package.

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add a decision package

Change Version / DP Filter

Exit to BDS Menu

Exit to Main Menu

Exit and Logoff

Delete Version Set Default DP Filters Create Version Base

data: Recast May 2014

Copy To:

Budget Period: 2015-17 Version: TD - 2015-17 Biennial Budget Request

☐ Replace existing CB - 00 Decision Package expenditure data

Copy Reset

Agency: 105 6.0.29

2. Select the appropriate Budget Period from the dropdown list box.
2015-17
3. Select the appropriate Version from the dropdown list box.
<Your initials> - <Your name> Practice
4. Select CL – Carry-Forward Level from the Budget Level dropdown list box.
5. Select an available decision package code from the list under View Decision Package Codes.

Note: Numeric-Numeric decision package codes (e.g., 12) are recommended for current biennium and carry-forward level decision package codes. If you know what code OFM used in their internal systems, we suggest that you use this number.

6. Leave the Package Program drop down box at the default of Agency Level.

Note: Agency level means it can contain any agency program. Use of a specific package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.

7. Type in an appropriate Package Title for the carry-forward level adjustment this decision package represents.
Biennialization of Field Office X
8. Leave the Package Long Title blank.

Note: The Package Title will be used in its place on internal reports when left blank.

9. Click to check the Open this decision package after Save. Decision package filter will be modified.

Note: Clicking this box will open the decision package directly when saved and also change your BDS default to reflect the budget period, version, and budget level you have selected here.

Add New Decision Package

New Decision Package
Enter the information below that will define the new decision package.

Budget Period: 2015-17

Version: TD - 2015-17 Biennial Budget Rec

Budget Level: CL - Carry Forward Level

Decision Package Code: CL 15

View Decision Package Codes

- ☐ Used for this Version
- ☒ Available for this Version

10
11
12
13
14
15

* indicates reusable codes

Package Program: Agency Level

Package Title: Biennialization of Field Office X

Package Long Title:

☒ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

10. Click the Save button and select Yes and OK on the following two messages.

Note: Since you have checked to open after save, the decision package will automatically open. It opens to the Fund Detail screen, as narrative is not required for this budget level.

1. Click on the Affected Pgms/Subpgms/Budget Unit/Activities tab after the new screen opens.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-15 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | **Affected Pgms/Subpgms/Budget Units/Activities** | Expenditure Notes

Additions or removals of Affected Programs/Subprograms/Budget Units/Activities in this window affect the expenditure detail worksheets only.

Programs/Subprograms/Budget Units/Activities (including Agency Level) can be added to or removed from the Affected Programs/Subprograms/Budget Units/Activities list.

Available Programs
010 - Administration

Available Subprograms
None Selected

Available Budget Units
None Selected

Available Activities
A001 Accounting Services for Other
A002 Administrative Activity
A003 Assessment Payments on State
A004 Forecasting and Research
A005 Enterprise Financial Systems
A006 Collective Bargaining
A008 Governor's Budget Development
A009 Governor's Office for Regulation
A010 Personal Service and Client Services
A012 Risk Management

Affected Programs/Subprograms/Budget Units/Activities
010/ A005 Enterprise Financial System
010/ A012 Risk Management

Save Cancel

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: CL-15 6.0.29

2. Double click on Agency Level in Affected Programs/Subprograms/Budget Units/Activities list (the right hand side box) to move it out of the Affected Programs/Subprograms/Budget Units/Activities list, or single click and use the arrow pointing to the left to move it.
3. Click to select on the appropriate program in the Available Programs then select an activity in the Available Activities list and finally click the > to move the selected Program and Activity to Affected Programs/Subprograms/Budget Units/Activities. Repeat for each program affected by this decision package.

010 – A005

010 – A012

Note: Program level detail is not required when the agency is not appropriated by program.

*Note: The **Available Subprograms** is a selection, if an agency wants to go to the subprogram level. Subprogram is hierarchical and based on the program. The program must be selected before the subprogram field is enabled.*

*Note: The **Available Budget Units** is a selection, if an agency wants to go the budget unit level.*

*Note: The **Affected Programs/Subpgms/Budget Units/Activities** tab is the easiest way to create columns for desired programs, subprograms, Budget Units and activities in the expenditure worksheets. Establishing program columns is required if your agency is appropriated by program and recommended to allow for budget analysis by program if your agency has more than one program. Assigning activities through this tab will allow you to meet the requirement of providing maintenance level totals by activity. Alternatively, you have the option using the Activity Recast exercise to meet the OFM requirement.*

4. Click the Save button and Yes on 'okay to delete agency level' column message box.

- Click the Fund Detail tab. Note the column titles and the application automatically creates fiscal year one and fiscal year two.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-15 Biennialization of Field Office X							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Pgms/Subpgms/Budget Units/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2016	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY 2016	010/ Act A012 FY 2017
996-Z	Estimated All Other - Other	0	0	0	0	0	0
	Total Fund 996	0	0	0	0	0	0
	<-- Enter Fund Here						
Total		0	0	0	0	0	0
	Biennial Total		0		0		

- Enter the appropriate fund/appropriation type combination in the cell to the left <-- Enter Fund Here and hit the Tab key.

0011

Note: You can right mouse click and choose from a list.

- Enter the fund estimates by program in the worksheet.

	Program 010 / A005		Program 010 / A012	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1 GF-S	20,000	50,000	10,000	30,000

- Click on the row for fund 996-Z then select Edit / Delete Worksheet Row from the BDS menu bar.

Note: You can right mouse click to delete from a list.

A note about Fund 996-Z – this is a placeholder fund only. This fund may be used in the interim for budget development, however any dollars must be allocated to real funds and 996-Z must be zero before agencies can release data to OFM. Since carry-forward decision packages are not electronically released to OFM it is technically possible to use 996-Z, but it is not recommended.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-15 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes

Fund AT Code	Fund AT Title	Total FY2016	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY 2016	010/ Act A012 FY 2017
001-1	General Fund - State	30,000	80,000	20,000	50,000	10,000	
	Total Fund 001	30,000	80,000	20,000	50,000	10,000	3
	<-- Enter Fund Here						
Total		30,000	80,000	20,000	50,000	10,000	3
	Biennial Total		110,000		70,000		4

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: CL-15 6.0.29

9. Select the Objects of Expenditure Detail tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-15 Biennialization of Field Office X

File Edit View Tools Reports Help

Fund Detail | **Objects of Expenditure Detail** | FTE Detail | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes

Object Code	Object Title	Total FY2016	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY 2016	010/ Act A012 FY 2017
X	OFM Adjust To Agency	0	0	0	0	0	0
	Total Object X	0	0	0	0	0	0
	<-- Enter Objects Here						
Total		0	0	0	0	0	0
	Biennial Total		0		0		0

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: CL-15 6.0.29

10. They the object in the white cell or right click on the white cell to the left of <-- Enter Objects Here.

11. Select the appropriate Object from the dropdown list box.

A – Sal&Wag

12. Leave the Sub Object and Sub Sub Object dropdown list boxes No Sub Object Data/No Sub Sub Object Data.

Note: Sub objects and sub sub objects are contained in the dropdown lists for agencies desiring to budget at a lower level of object.

13. Click OK.

A note about objects – Objects are not required in BDS for your carry-forward level. However, using objects in all steps of your budget development is recommended if you want to be able to use BDS reports and data for additional and more complete object-level analyses. The level of object to enter data at will vary by agency. One option is to enter objects at the same level you allot. This will assist you in developing your biennial allotment control numbers once a budget is enacted.

14. Key in an appropriate object in the cell to the left of ← Enter Objects Here and hit the Tab key.

B

15. Select anywhere in the row for X – OFM Adjust To Agency then select Edit / Delete Worksheet Row from the BDS menu bar.

Note: Object X is a placeholder only.

	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY	010/ Act A012 FY
A	0	0	0	0	0
B	0	0	0	0	0
X	0	0	0	0	0
Total	0	0	0	0	0
Biennial Total		0	0		0

16. Enter your estimates by object and program into the worksheet.

	Program 010 / A005		Program 010 / A012	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
A – Salaries	16,000	30,000	8,000	20,000
B – Benefits	4,000	20,000	2,000	10,000

17. Select View / Balance Funds to Objects to verify that the objects entered balance with the funds entered.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-15 Biennialization of Field Office X							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Pgms/Subpgms/Budget Units/Activities Expenditure Notes							
Object Code	Object Title	Total FY2016	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY	010/ Act A012 FY
A	Salaries And Wages	24,000	50,000	16,000	30,000	8,000	20,000
	Total Object A	24,000	50,000	16,000	30,000	8,000	20,000
B	Employee Benefits	6,000	30,000	4,000	20,000	2,000	10,000
	Total Object B	6,000	30,000	4,000	20,000	2,000	10,000
	<-- Enter Objects Here						
Total		30,000	80,000	20,000	50,000	10,000	30,000
	Biennial Total		110,000		70,000		40,000
	Fund Totals	30,000	80,000	20,000	50,000	10,000	30,000
	Difference Total	0	0	0	0	0	0

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: CL-15 6.0.29

18. Click on the FTE Detail tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - CL-15 Biennialization of Field Office X							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Pgms/Subpgms/Budget Units/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2016	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY 2016	010/ Act A012 FY 2017
996-Z	Estimated All Other - Other	0.0	0.0	0.0	0.0	0.0	
	Total Fund 996	0.0	0.0	0.0	0.0	0.0	
	<-- Enter Fund Here						
Total		0.0	0.0	0.0	0.0	0.0	
	Annual Average		0.0		0.0		

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: CL-15 6.0.29

19. Enter the appropriate fund/appropriation type in the cell to the left of ← Enter Fund Here and hit the Tab key.

0011

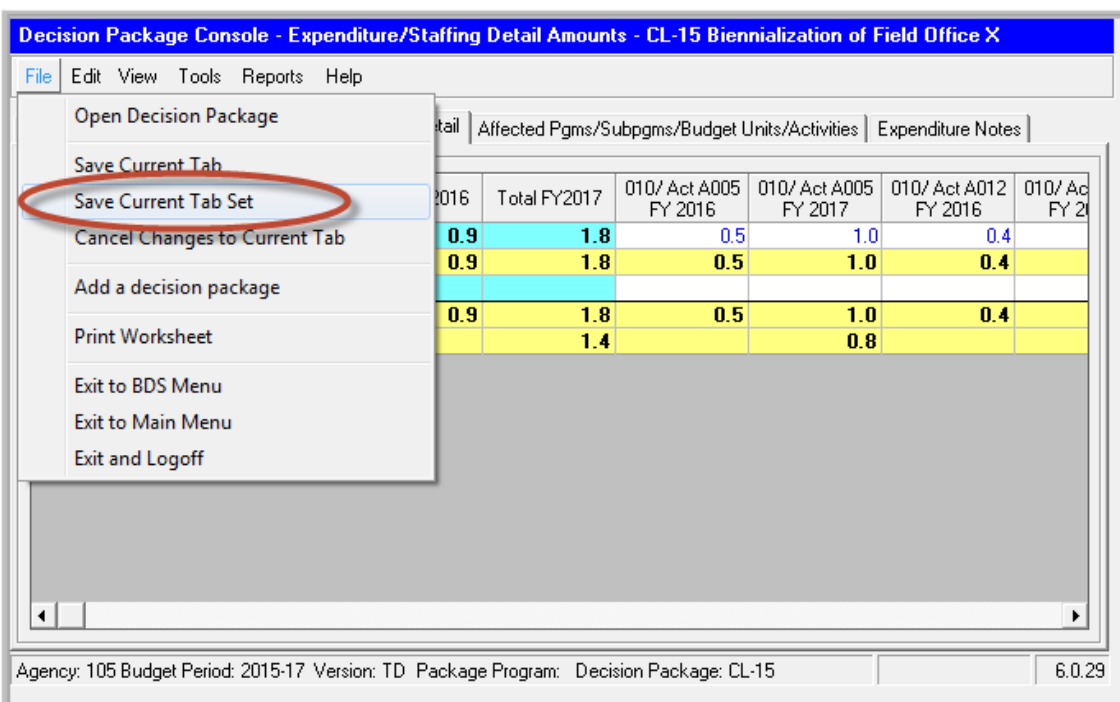
20. Click anywhere on the row for fund 996-Z then select Edit / Delete Worksheet Row.

Note: Fund 996-Z is allowed for non-transportation FTE. However, it is recommended that you enter FTEs by what you want to be able to use BDS reports and data for additional analyses of FTEs by fund.

21. Enter the FTE estimates by fund and program in the worksheet.

		Program 010 / A005		Program 010 / A012	
		1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1 GF-S	.5	1.0		.4	.8

22. Select File / Save Current Tab Set from the BDS menu bar.



RESULTS* You have now added a decision package requesting funding to cover expenditures required to operate 24 months of a new field office as compared to the original 15 months it was funded for in the current biennium budget.

For completing carry-forward by this option, continue adding decision packages for each carry-forward level adjustment.

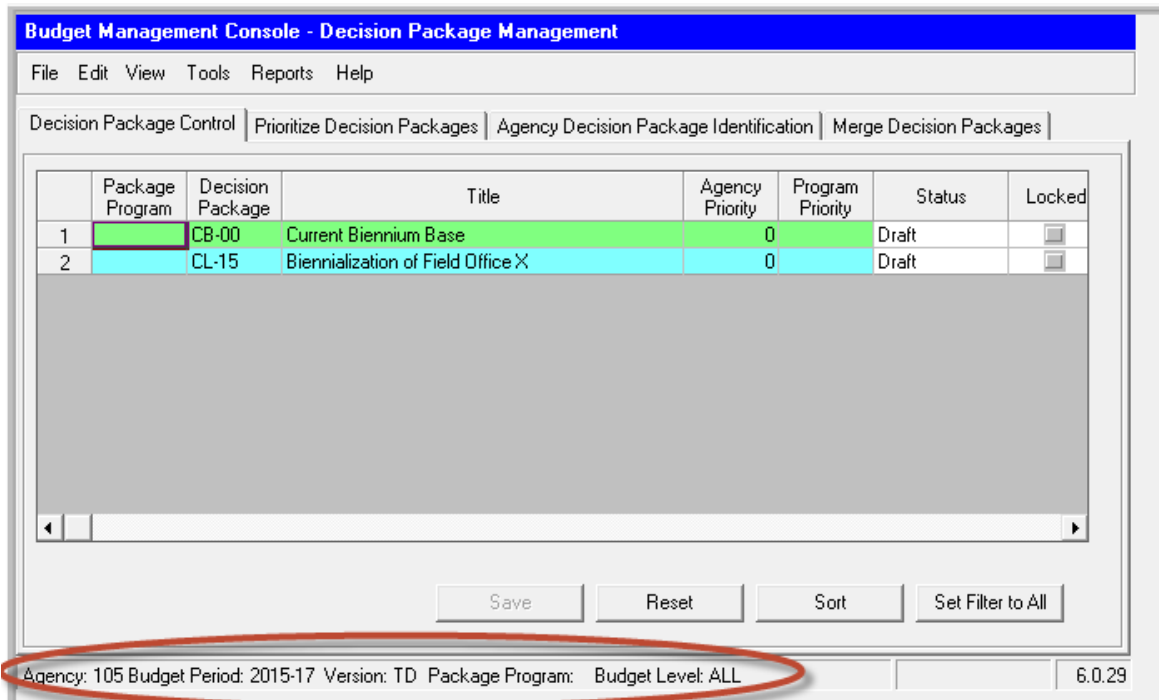
*Remember, you can add one single carry forward decision package with the sum of all carry-forward level adjustments.

Lesson 2, Task 2 – Verify Carry-Forward Level to OFM

Users need to verify that the carry-forward level matches the OFM approved carry-forward level before preparing the reports that will be submitted with the budget. OFM and Legislative staff do use the Recommendation Summary reports provided by the agency in its budget submittal; these reports must show the OFM approved carry-forward level. **Your BDS Version must match the OFM approved carry-forward level in order to electronically release your agency budget request.**

You will need to verify your data with a correct OFM source. This may be a report from your OFM Budget Analyst. Once OFM has determined the carry-forward level for all agencies, they will release a version to the VRS reporting application in BASS where you can obtain a copy. BDS also provides an automatic check in its "pre-release edit" process. Contact your OFM Budget Analyst for further information on your carry-forward level if you have questions.

1. Obtain a report that shows your carry-forward levels as determined by OFM.
2. Update Decision Packages from the BDS menu.

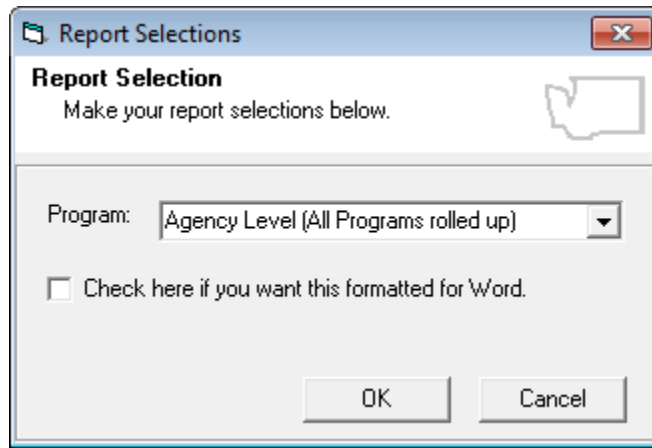


3. Check the bottom status bar to ensure you are on the appropriate version.

<Your initials>

Note: If this version does not match, use the Decision Package filter to change to the correct version (see page 12).

4. Select Reports / OFM Reports / Recommendation Summary report.

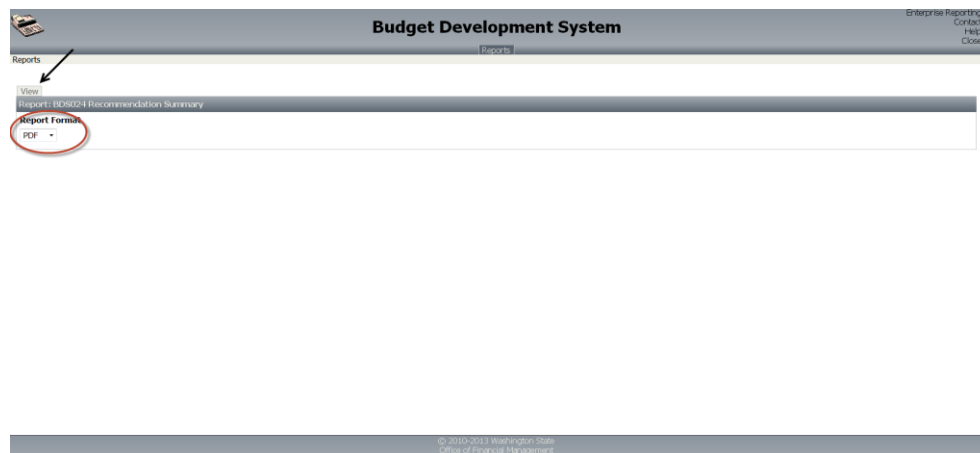


5. Select the appropriate Program level from the dropdown list box either Agency Level (All Programs rolled up) or All Programs at the Program Level if your agency is appropriated by program.
Agency Level (All Programs rolled up)

6. Leave the Check here if you want this formatted for Word box unchecked, then click OK.

Note: Clicking this box will change some of the formatting of the resulting report to make exporting to Word easier.

7. Select the Report Format you would like to display and click view.



BASS - BDS024		State of Washington			
Recommendation Summary					
Agency: 105 Office of Financial Management		9:37:17AM 4/9/2013			
Dollars in Thousands		Annual Average FTEs	General Fund State	Other Funds	Total Funds
2011-13 Current Biennium Total		189.6	36,994	83,504	120,498
CL 13	Biennialization of Field Office X	1.4	110		110
CL 21	Remove one-time software funding		(1,000)		(1,000)
Total Carry Forward Level		191.0	36,104	83,504	119,608
Percent Change from Current Biennium		.7%	(2.4)%		(.7)%
Carry Forward plus Workload Changes		191.0	36,104	83,504	119,608
Percent Change from Current Biennium		.7%	(2.4)%		(.7)%
Total Maintenance Level		191.0	36,104	83,504	119,608
Percent Change from Current Biennium		.7%	(2.4)%		(.7)%
Subtotal - Performance Level Changes		0.0			
2013-15 Total Proposed Budget		191.0	36,104	83,504	119,608
Percent Change from Current Biennium		.7%	(2.4)%		(.7)%

- Click the printer icon to print a copy of the report.

Skip this step in training

- Compare the report printed from BDS to the report provided by OFM or through VRS to see that the totals on the Total Carry-Forward Level line matches.

- If a decision package total is incorrect, click once to highlight the decision package from either the List Decision Packages by ID or Decision Package Control screens, then select Edit / Expenditure Detail Amounts to correct amounts.


Skip this step in training

- If a decision package is missing, select File/Add a decision package to add this decision package to your version.

Skip this step in training

- If applicable - When all corrections have been made, repeat steps 4 through 9 to validate corrections.

Skip this step in training

 Note: If it appears a discrepancy is on the part of OFM, contact your OFM Budget Analyst.

- Select File / Exit to BDS Menu when satisfied with your carry-forward level.

Assume that all is okay in training

RESULTS* Your carry-forward level now matches OFM. You can now begin adding the maintenance level and performance level layers of your budget to develop your total agency budget request.

LESSON 3 – MAINTENANCE AND PERFORMANCE LEVEL DECISION PACKAGES

Lesson 3, Task 1 – Enter Maintenance Level Decision Packages

Maintenance Level decision packages are the second incremental layer added to the current biennium base. Maintenance level reflects the cost of mandatory caseload, enrollment, inflation and other legally unavoidable costs not contemplated in the current budget. Expenditure adjustments may be positive or negative, depending on expected experience in the ensuing biennium. Like the carry-forward level, maintenance level is a reference point for budget consideration; it is not a guarantee of that amount of funding.

Agencies prepare the maintenance level component of the budget submittal. Agencies will notice that BDS separates maintenance level into two different levels to indicate different kinds of maintenance level costs. Maintenance level 1 (ML1 or M1) is reserved for items that must be funded due to mandatory caseload or enrollment (e.g. funding related to the number of inmates incarcerated). Maintenance level 2 (ML2 or M2) is for all other rate and client changes that meet the definition of maintenance level (e.g. lease or vendor rate changes).

Certain specific ML changes should use the OFM pre-assigned decision package code. Please refer to Section 5.2 of the Operating Budget Instructions for the list of specified codes. OFM pre-assigned numbers all begin with 9, 8 or 7 and have been pre-named in BDS. Use the corresponding number as defined in the budget instructions and the title that has been pre-assigned in BDS. Incremental expenditure changes that do not fall within the definitions of carry-forward or maintenance levels are considered policy or performance changes and should be submitted in Performance level decision packages.

Refer to the Operating Budget Instructions for more information about Maintenance Level and the instructions discuss decision package information requirements in detail.

1. Select Add decision package to my base from the BDS menu.

Add New Decision Package

Enter the information below that will define the new decision package.

Budget Period: 2015-17

Version: TD - 2015-17 Biennial Budget Rec

Budget Level: M2 - Inflation and Other Rate Char

Decision Package Code: M2AF

Package Program: Agency Level

Package Title: File Server Replacement

Package Long Title:

View Decision Package Codes

- ☐ Used for this Version
- ☒ Available for this Version

AA
AB
AC
AD
AE
AF

* indicates reusable codes

☒ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

2. Select the appropriate Budget Period from the dropdown list box.
2015-17
3. Select the appropriate Version from the dropdown list box.
<Your initials> - <Your name> Practice

4. Select M2 – Inflation and Other Rate Changes from the Budget Level dropdown list box.
5. Select an available decision package code from the list under View Decision Package Codes.
<AF> – File Server Replacement
6. Leave the Package Program dropdown box at the default of Agency Level.


Note: Agency level means it can contain any agency program. Use of package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.

7. Note assigned Package Title and Package Long Title for this decision package code, File Server Replacement.
8. Click to check the Open this decision package after Save. Decision package filter will be modified.


Note: Since you have checked to open after save, the decision package will automatically open after the next step of saving. It opens to the Narrative screen, as narrative is required for this budget level.

9. Click the Save button then Yes to confirm selections and OK when saved.

10. Click on the Package Description heading on the left. Your cursor should now be in the right hand side white text box.
11. Type an appropriate description for this decision package in this text box.
Additional funding is required to replace and upgrade outdated file servers supporting statewide financial systems to ensure continuity system service to agency customers.


 *Note: You may paste text from another document in here by hitting <CTRL-V> or using the right mouse button.*


12. Click the Spell Check button and follow the instructions of any dialog boxes you receive until back at the starting screen and spell check changes are recorded.

 *Note: You will not be able to add new words to the dictionary in BDS. This may be inconvenient if using acronyms.*

13. Click the Recommendation summary text heading.
14. Use the scroll bar of the left-hand side of the screen to scroll up and verify information entered in the Package Description is displayed in blue text.
15. Type appropriate Recommendation Summary text in the white text box.


The department uses a number of servers to support statewide financial systems that state agencies use in budget and accounting business processes. These current servers are in excess of 5-years old. Current industry standards are to replace servers...

 *Note: Recommendation Summary text is a very brief summary of the decision package. This entry is used as the basis for the Governor's budget text. The budget instructions ask that you limit this to 100 words.*

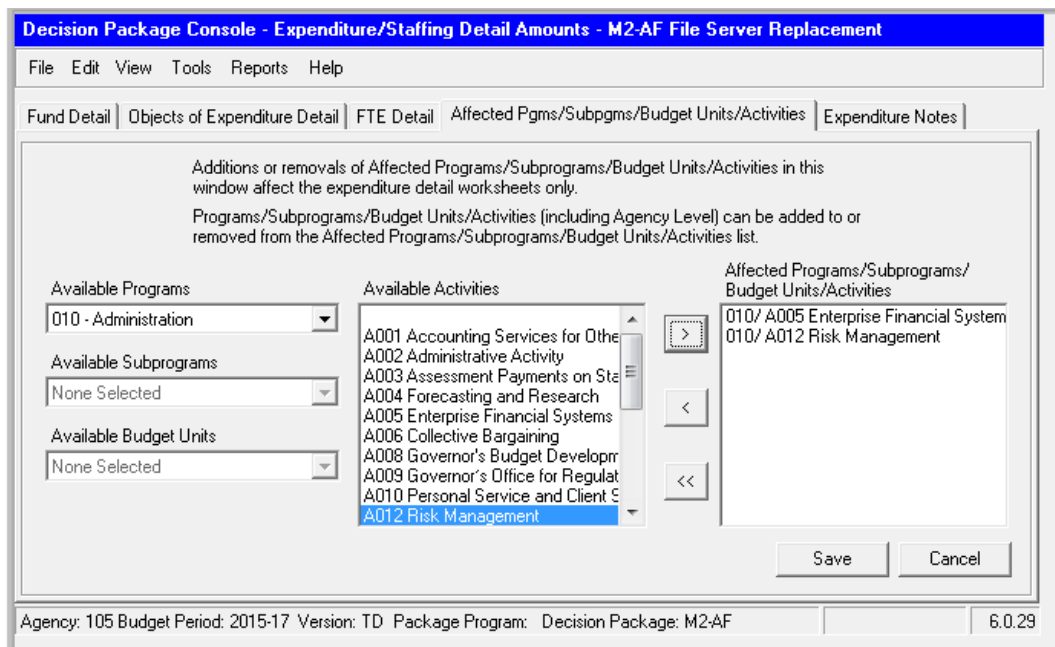
 *Note: uses recommendation summary text to brief executive decision-makers. It is in your best interest to make recommendation summary text clear, concise and compelling. Describe the problem, what the package buys and how the package solves the problem. Strive for succinct, precise and non-technical text. Avoid jargon and acronyms; the text should be clear to an audience that isn't necessarily an expert on the issue. We urge agencies to look at examples published in the last budget for guidance.*

<http://www.ofm.wa.gov/budget/instructions/operating.asp>

16. Repeat for each category as needed. Please refer to Chapter 4 of the Operating Budget instructions for guidance on the information expected in the decision package narrative.

 *A note about decision package narrative— Recommendation Summary text is the only category required by the system for **electronic** release of your budget. OFM does require you address all categories either using BDS or by attaching a document of the decision package as long as the document follows the required format as the decision package report.*

17. Select File / Save Current Tab Set from the BDS menu bar.
18. Select Edit / Expenditure Detail Amounts from the BDS menu bar.
19. Click on the Affected Pgms/Subpgms/Budget Units/Activities tab when the new screen opens.



20. Double click on Agency Level in Affected Pgms/Subpgms/Budget Unit/Activities list (the right hand side box) to remove it from the Affected Pgms/Subpgms/Budget Unit/Activities list.
21. Click to select on the appropriate program in the Available Programs then select an activity in the Available Activities list and finally click the > to move the selected Program and Activity to Affected Programs/Subprograms/Budget Units/Activities. Repeat for each program affected by this decision package.

010 / A005
010 / A012

Note: Program level detail is not required when the agency is not appropriated by program

Note: The Available Subprograms is a selection, if an agency wants to go to the subprogram level. Subprogram is hierarchical and based on the program. The program must be selected before the subprogram field is enabled.

Note: The Available Budget Units is a selection, if an agency wants to go the budget unit level.

Note: The Affected Programs/Subpgms/Budget Units/Activities tab is the easiest way to create columns for desired programs, subprograms, Budget Units and activities in the expenditure worksheets. Establishing program columns is required if your agency is appropriated by program and recommended to allow for budget analysis by program if your agency has more than one program. Assigning activity through this tab will allow you to meet the requirement of providing maintenance level totals by activity. Alternatively, you have the option using the Activity Recast to meet the OFM requirement.

22. Click the Save button and Yes on 'okay to delete agency level' column message box.
23. Click the Fund Detail tab.
24. Enter the appropriate fund/appropriation type combination in the cell to the left ← Enter Fund Here and hit the Tab key.

0011

25. Enter the fund estimates by program in the worksheet.

	Program 010 / A005		Program 010 / A012	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year
001-1	5,000	10,000	10,000	10,000

26. Click on the row for fund 996-Z then select Edit / Delete Worksheet Row from the BDS menu bar.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-AF File Server Replacement							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Pgms/Subpgms/Budget Units/Activities Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2016	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY 2016	010/ Act A012 FY 2017
001-1	General Fund - State	15,000	20,000	5,000	10,000	10,000	
	Total Fund 001	15,000	20,000	5,000	10,000	10,000	1
	← Enter Fund Here						
Total		15,000	20,000	5,000	10,000	10,000	1
	Biennial Total		35,000		15,000		2

27. Select the Objects of Expenditure Detail tab.

28. Enter the appropriate Object code in the cell to the left of ← Enter Objects Here and hit the Tab key.

E – Goods\Othr Svcs

A note about objects – Objects are not required in BDS for electronic release. However, using objects in BDS is recommended as objects are required on the printed decision package. By including objects in all steps of your budget development you will be able to use BDS reports and data for more complete object-level analysis. The level of object to enter data at will vary by agency. One option is to enter objects at the same level you allot.

29. Select anywhere in the row for X – OFM Adjust To Agency then select Edit / Delete Worksheet Row from the BDS menu bar.

Note: Object X is a placeholder only.

30. Enter your estimates by object and program into the worksheet.

	Program 010 / A005		Program 010 / A012	
	1 st Fiscal	2 nd Fiscal	1 st Fiscal	2 nd Fiscal
	Year	Year	Year	Year
E-Goods And Services	5,000	10,000	10,000	10,000

31. Select View / Balance Funds to Objects to verify that the objects entered balance with the funds entered.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-AF File Server Replacement							
File Edit View Tools Reports Help							
Fund Detail Objects of Expenditure Detail FTE Detail Affected Pgms/Subpgms/Budget Units/Activities Expenditure Notes							
Object Code	Object Title	Total FY2016	Total FY2017	010/ Act A005 FY 2016	010/ Act A005 FY 2017	010/ Act A012 FY	010/ Act A012 FY
E	Goods\Othr Svcs	15,000	20,000	5,000	10,000	10,000	10,000
	Total Object E	15,000	20,000	5,000	10,000	10,000	10,000
	<-- Enter Objects Here						
Total		15,000	20,000	5,000	10,000	10,000	10,000
	Biennial Total		35,000		15,000		20,000

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: M2-AF 6.0.29

32. Select File / Save Current Tab Set from the BDS menu bar.

33. Select Tools / Decision Package Management from the BDS menu bar.

34. Select File / Add a decision package from the BDS menu bar.

35. Add another Maintenance Level decision package using steps 2 through 9 and complete with the following information:

Budget Period:

Version:

Package Program:

Budget Level:

Package Code:

Package Title:

Ensuing Biennium

<your initials> <your name> Practice

Agency Level

M2 - Inflation and Other Rate Changes

8L

Lease Rate Adjustments

Recommendation Summary Text:

Dollars requested to provide funding to the Department for 2015-17 contracted lease increases.

Program	FY1	FY2
020/A001	7,500	10,000
030/A001	12,500	15,000
050/A001	22,500	25,000

36. Select View / List Decision Packages by ID when all decision packages are entered.

RESULTS* You will now have all steps through maintenance level entered into BDS and can review the total maintenance level budget.

Lesson 3, Task 2 – Enter Performance Level Decision Packages

Incremental expenditure changes that do not fall under the definitions of carry-forward or maintenance levels are considered policy or Performance Level changes. These changes may represent revised strategies or substantial differences in program direction, and can include proposed program reductions. Each significant change to current performance must be justified in a decision package. Performance level decision packages must be entered by activity. This task takes you through the steps of creating the decision packages with increments entered by activity to meet OFM requirements. Please refer to Chapter 6 of the Operating Budget Instructions for more guidance on policy level and Appendix A-3 for required Policy Level Decision Package codes.

1. Add a performance level decision package using the steps learned in the preceding task:

- **Budget Period** – 2015-17
- **Version** – <your initials> - Practice
- **Package Program** – Agency Level
- **Budget Level** – PL – Performance Level
- **Decision Package Code** – <P1>
- **Package Title** – Expand Client Training Program

2. Enter and save appropriate Recommendation Summary Text using the steps learned in the preceding task.


Agency training services have been running above capacity for the past two years. We currently have a 6-month wait list for customers to attend systems training. Funding is required in order to expand the program to address backlog...

3. Repeat for each category as needed.

*Note: Recommendation Summary text is the only category required by the system for **electronic** release of your budget. OFM does require you address all categories either using BDS or by attaching a document of the decision package as long as the document follows the required format as the decision package report.*

4. Once the decision package opens, select Edit / Expenditure Detail Amounts from the BDS menu bar.
5. Select the Affected Pgms/Subpgms/Budget Unit/Activities tab.
6. Highlight Agency Level in the Affected Programs/Activities column and the < to move out of the list.
7. Use the combination of Available Program and Available Activity for each combination of program and activity with incremental adjustments in this decision package and use the > to move each combination into the Affected Programs/Subprograms/Budget Unit/Activities list.

- **Program / Activity**
020/A005
020/A013

 *Note: <Blank> is not an Available Activities selection when the decision package is a performance level decision package since activities are required for all performance level decision package estimates.*

8. Select Save and answer Yes to the prompt regarding the removal of the agency level column.
9. Go to the Fund Detail tab to enter estimates by fund and program/activity combination.

Fund	Program 020 / Activity A005		Program 020 / Activity A013	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1	15,000	20,000	15,000	20,000

10. Go to the Objects of Expenditure Detail tab to enter estimates by object and program/activity combination.


Object	Program 020 / Activity A005		Program 020 / Activity A013	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
A	11,000	14,600	11,000	14,600
B	4,000	5,400	4,000	5,400

11. Select View / Balance Funds to Objects from the BDS menu bar to verify funds and objects are in balance.
12. Go to the FTE Detail tab to enter FTE estimates by fund and program/activity combination.

Fund	Program 020 / Activity A005		Program 020 / Activity A013	
	1 st Fiscal Year	2 nd Fiscal Year	1 st Fiscal Year	2 nd Fiscal Year
001-1	.4	.5	.4	.5

13. Select File / Save Current Tab Set to save changes.
14. Select Edit / Performance Measure Increments from the BDS Menu bar.
15. Click to check each Activity that is supported by the decision package in the Supported column and click Apply.

A001
A005
A008

 *Note: The list of supported activities may or may not mirror the list of activities with incremental estimates.*

Decision Package Console - Performance Measures - PL-P1 Expand Client Training Program

File Edit View Tools Reports Help

Activities | Performance Measure Detail | Performance Measure Notes

Supported	Activity Title
<input checked="" type="checkbox"/>	A001 - Accounting Services for Other Agencies
<input type="checkbox"/>	A002 - Administrative Activity
<input type="checkbox"/>	A003 - Assessment Payments on State Lands
<input type="checkbox"/>	A004 - Forecasting and Research
<input checked="" type="checkbox"/>	A005 - Enterprise Financial Systems Support
<input type="checkbox"/>	A006 - Collective Bargaining
<input checked="" type="checkbox"/>	A008 - Governor's Budget Development
<input type="checkbox"/>	A009 - Governor's Office for Regulatory Innovation and Assistance (ORIA)
<input type="checkbox"/>	A010 - Personal Service and Client Service Contracts
<input type="checkbox"/>	A012 - Risk Management
<input type="checkbox"/>	A013 - Statewide Accounting Policies and Reporting
<input type="checkbox"/>	A015 - Statewide Policy Development for Governor's Office
<input type="checkbox"/>	A016 - Washington Commission for National and Community Service

Apply Reset

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: PL-P1 6.0.29

Note: When you get the screen below, this is because you have not linked performance measures to the Supported Activity. You will need to contact your OFM Analyst to go to the Activity Descriptions application and link performance measure(s) to the activity.



Budget Portfolio Systems

BDS - Budget Development System

Decision Package Console - Performance Measures - PL-AA Test Detail Multi-Program Report

File Edit View Tools Reports Help

Activities | Performance Measure Detail | Performance Measure Notes

The system is unable to display performance measures because of one of the following reasons:

1. There are no agency activities for this version.
2. There are no activities marked as supported for this decision package.
3. There are no performance measures linked to the activities marked as supported.

Apply Reset

16. Select the Performance Measure Detail tab.

Impacted	PM Type	Performance Title	Unit	Incremental Change FY1	Incremental Change FY2	Prior Bien FY1	Prior
<input type="checkbox"/>	Process - Efficiency	001643 - Project on time - revise	Percent	0.00	0.00	0	0
<input type="checkbox"/>	Process - Efficiency	001645 - Number of defects in /	Number	0.00	0.00	0	0
<input type="checkbox"/>	Input	001646 - Number of helpdesk w	Number	0.00	0.00	0	0
<input type="checkbox"/>	Output	001647 - Number of helpdesk w	Number	0.00	0.00	0	0
<input type="checkbox"/>	Process - Efficiency	001649 - Number of helpdesk c	Number	0.00	0.00	0	0
<input type="checkbox"/>	Process - Efficiency	001652 - Average Time for Help	Number	0.00	0.00	0	0

Agency: 105 Budget Period: 2013-15 Version: TD Package Program: Decision Package: PL-TR 6.0.30

17. The Performance Measure Detail screen lists all performance measures that support any of the activities marked as supported in the Activities tab.

Note: A decision package should describe the change in performance that can be expected from the investment. If this change in performance is a change in one of the activity performance measures reported in the system, agencies should indicate the incremental change in that performance measure related to that decision package. If the decision package will contribute to some other ongoing activity result, the agency should establish a new measure in the system for that activity and indicate the incremental change. If the decision package is expected to bring about some other kind of performance change—a change that would not be relevant as an ongoing measure of activity results—please do not create a performance measure for the sole purpose of describing the effect of the decision package. This information should be described, and if possible quantified, in the decision package narrative.

Note: There is a critical pre-release edit that verifies the performance measure with Usage Type of “Budget” has a status of “Approved” or “Under Review” and is an “Active” Performance Measure. When the performance measure is in “Draft” only status or “Returned” only status (meaning there isn’t also an Approved performance measure) the user will receive a critical pre-release error when they run the report (see Lesson 4, task 5) that says the following: Performance Measure XYZ has not been released to OFM. Performance Measures that are linked to Activities in this version, with Usage Type of “Budget” must be active performance measures and must be released to OFM prior to releasing the BDS version. Alternatively you may unlink this performance measure from the Activity. The other option would be to release the performance measure to OFM that is causing the error.


18. Enter the estimated incremental change in the performance measures as a result of this decision package.

First listed performance measure	10.00	20.00
----------------------------------	-------	-------

19. Click Apply to save changes.

20. Select View/List Decision Packages by ID from the BDS menu bar.

21. Select Reports / OFM Reports / Performance Measure Incremental Estimates for the Biennial Budget and select No when asked if you want it formatted for Word.

 *Note: This report will provide a listing of all the incremental estimates assigned to agency performance measures.*

BASS - BDS033

State of Washington

**Agency Performance Measure
Incremental Estimates for the Biennial Budget**

Agency: 105 **Office of Financial Management** **Budget Period:** 2015-17

Activity: A001 **Accounting Services for Other Agencies**

PL P1 Expand Client Training Program No measures linked to activity

Activity: A005 **Enterprise Financial Systems Support**

Process - Efficiency Measur 001643 **Percent of projects delivered on time per approved baseline schedule.**

			<u>FY 2016</u>	<u>FY 2017</u>
PL	P1	Expand Client Training Program	10.00%	20.00%

Improve the ability to create realistic plans, schedules and estimates. On time delivery builds credibility with our business owners.

Activity: A008 **Governor's Budget Development**

PL P1 Expand Client Training Program No measures linked to activity

22. Click the printer icon to print a copy of this report.

Skip this step in training – a copy of the report can be found in appendix 3.

23. Click the X to close this report.

Lesson 3, Task 3 – Adding an Attachment to a Decision Package

The BDS application does not allow for rich text, tables, bullets, etc., when entering decision package narrative. Some agencies want to be able to use rich text when creating their decision package narrative. Agencies can export a decision package to MS Word. This will provide you with a decision package template with the proper heading intact. Enter the narrative in the MS Word document and then attach the decision package document to the decision package. This attachment can also be used in the agency's budget binder.

Note: Decision package narrative is required by OFM to be entered into the BDS narrative section or as an attachment.

Note: The attachment file must be Word, Excel or PDF file. We recommend using Word when you export a decision package and enter the narrative.

Note: If you need to make changes to the attachment, you can not make changes to the attachment. You will need to make changes to decision package document on your computer and then attach the document to the decision package. You will want to delete the attachment that is no longer valid.

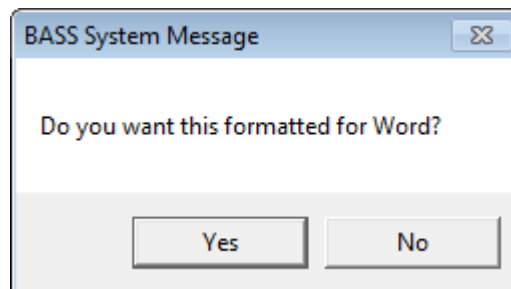
Note: When printing reports through the application, the attachment will not print. You will have to go into each decision package, open the attachment and then print.

Note: Attachment files are limited in size to 3MB.

1. From the List Decision Packages by ID list, select the previously created PL decision package. The decision package can be at any level to add an attachment (CB, CL, M1, M2 or PL)

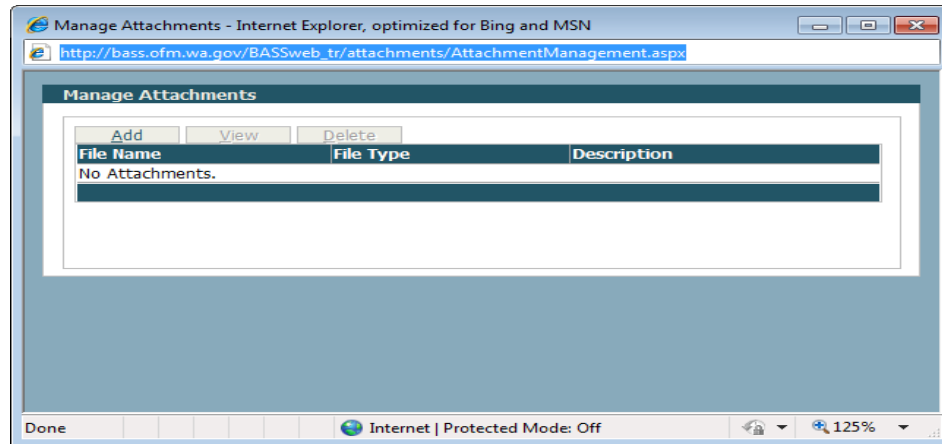
Note: You will want to make sure the Recommendation Summary, Expenditure Detail Amounts (Fund, Objects, FTE and Affected Pgms/Subpgms/Budget Units/Activities), Revenue Detail Amounts and Performance Measures incremental amounts entered in the BDS application and the attachments match.

2. Select Reports/OFM Reports/Decision Package from the menu. You will receive the following message.

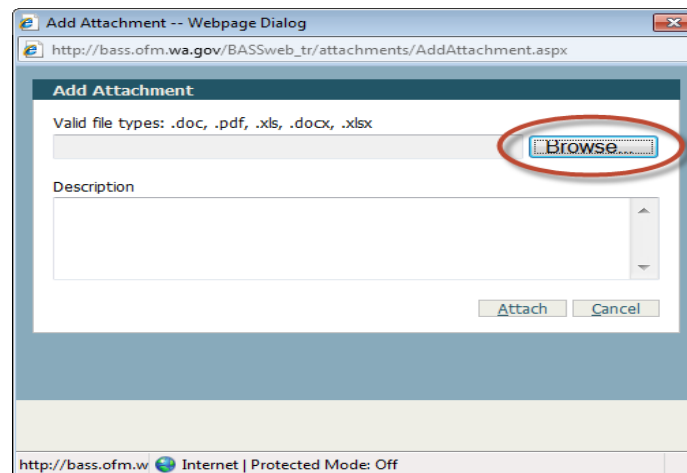


3. Click Yes.
4. Select the report format as Word and click View.
5. Add text to the narrative sections using rich text, bullets, tables, etc.
6. Save the decision package Word document. (In training, save to the Desktop)
7. From the List Decision Packages by ID screen, select the packet to add an attachment.
8. Select Edit, Expenditure Detail Amounts from the menu, the expenditure screen will open.

9. Select Edit, Attachment from the menu, the following dialog box will open.

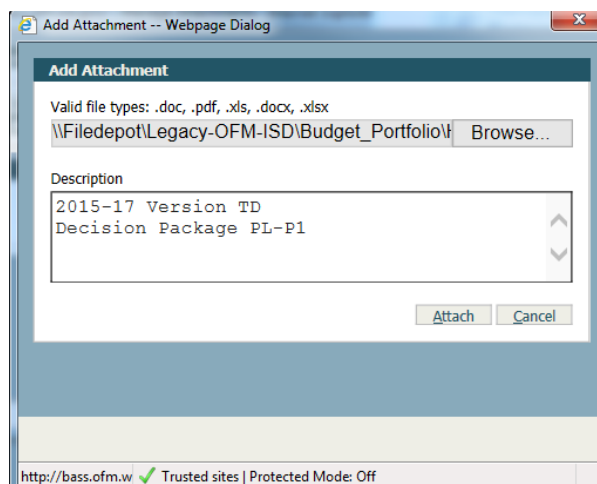


10. Select the Add button, the Add Attachment dialog box will open.



11. Select the Browse... button. Locate the decision package Word document and double click.

12. The file name will populate in the field next to the Browse button. Enter a description in the Description field.



13. Select Attach and then select OK in the next dialog box.
14. Select Cancel to close the Add Attachment dialog box. Then select X to close the Manage Attachments dialog box.
15. From the View, List Decision Packages by ID screen, scroll to the right to view the Contains Attachment list.

Budget Summary Console - List Decision Packages by ID

File Edit View Tools Reports Help

List Decision Packages by ID

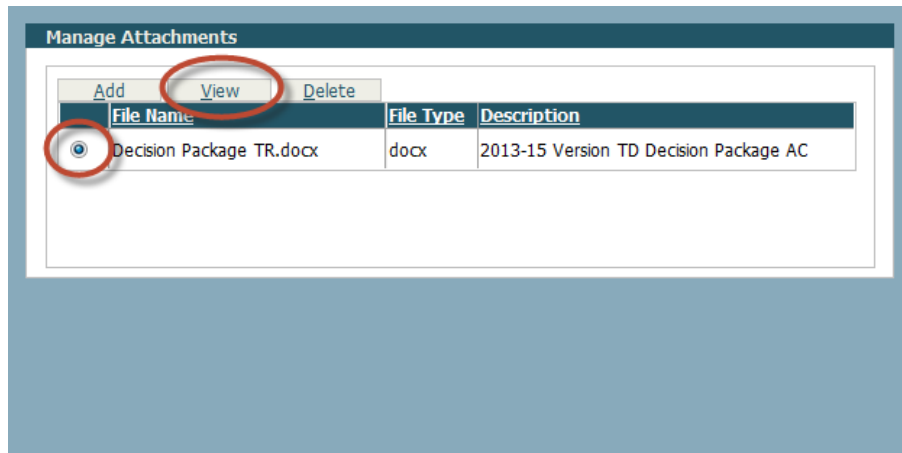
	Package Program	Decision Package	Program Priority	Status	Locked	Contains Attachments	Contains Narrative	Contains Funds	Contains FTES
1		CB-00		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		CL-15		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3		M2-8L		Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4		M2-AF		Draft	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5		PL-P1		Draft	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Sort Set Filter to All

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Budget Level: ALL 6.0.29

Lesson 3, Task 4 – Viewing an Attachment to a Decision Package

1. From the List Decision Packages by ID screen, double click the packet that you want to view the attachment.
2. Select Edit, Expenditure Detail Amounts from the menu (you may also select Revenue Detail Amounts or Performance Measures selections). The Expenditure screen will open.
3. Select Edit, Attachments from the menu and the Manage Attachments dialog box will open.
4. Select decision package attachment from the menu, and then select the View tab.



5. A File Download dialog box will open, select Open.
6. The attachment document will open. If you need to make changes to the attachment, you cannot save changes directly to the attachment. You will need to change the Word document on your computer and reattach the document.

Lesson 3, Task 5 – Printing a Decision Package

1. Click once to highlight the necessary decision package.

Budget Management Console - Decision Package Management

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1		CB-00	Current Biennium Base	0		Draft	<input type="checkbox"/>
2		CL-13	Biennialization of Field Office X	0		Draft	<input type="checkbox"/>
3		CL-21	Remove one-time software funding	0		Draft	<input type="checkbox"/>
4		M2-8L	Lease Rate Adjustments	0		Draft	<input type="checkbox"/>
5		M2-AF	File Server Replacement	0		Draft	<input type="checkbox"/>
6		PL-TR	Expand Client Training Program	0		Draft	<input type="checkbox"/>

Save Reset Sort Set Filter to All

Agency: 105 Budget Period: 2013-15 Version: TD Package Program: Budget Level: ALL 6.0.30

2. Select Reports / OFM Reports / Decision Package (or Decision Package Program Detail for agencies appropriated by program).

Budget Summary Console - List Decision Packages by ID

File Edit View Tools Reports Help

List Decision Packages by

	Package Program	Decision Package	Agency Priority	Program Priority	Status	Locked
1		CB-00	0		Draft	<input type="checkbox"/>
2		CL-15	0		Draft	<input type="checkbox"/>
3		M2-8L	0		Draft	<input type="checkbox"/>
4		M2-AF				
5		PL-P1				

Decision Package Detail

Decision Package Listing

Version Titles

Working Reports

OFM Reports

Decision Package

Decision Package Program Detail

Recommendation Summary

Agency Budget Levels by Program

Summarized Revenue by Account and Source

Working Capital (B9-1)

Decision Package Summary

Multi-Year Decision Package

Performance Measure Incremental Estimates for the Biennial Budget

Recommendation Summary by Activity

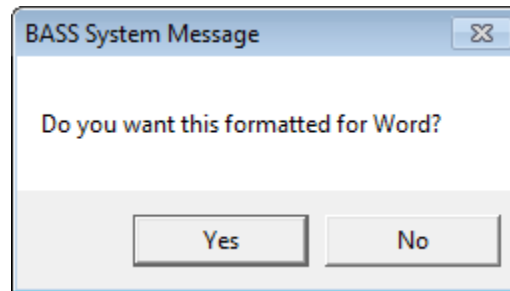
Agency Activity Inventory

Two Way Activity Version Compare

Activity Inventory by Result Area, Strategy

Agency: 105 Budget Period: 2015-17 Version: TD Package Program:

3. Select No on exporting to word if converting to PDF (recommended). Select Yes if you are going to want to save to Word. (Clicking yes only changes formatting so it exports to Word easier, but it looks better when you select No.)



4. Select to Report Format as Word, and View.



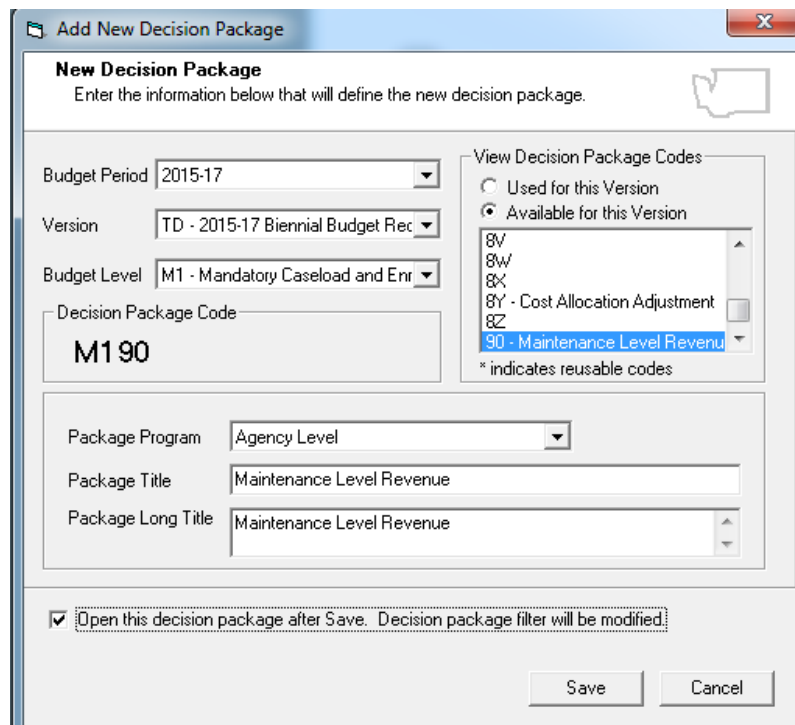
5. Click Return on the report screen to close the report and return to the list of decision packages.
6. Select the next decision package and repeat steps 1-4.
7. Select File / Exit to BDS to return to the main menu.

Lesson 3, Task 6 – Update Revenue Estimates

Part of the budget development process involves providing estimates to OFM on the level of revenue each administering agency expects to receive. This step will look at developing the maintenance level revenue that is not tied to a specific decision package. Revenue that is resulting from a specific decision package should be recorded within that decision package. The data entry steps are the same.

1. Select File / Add a decision package to my base from the BDS Menu Bar.

*Note: You may enter your base maintenance level revenue using this single decision package decision as this lesson outlines. An alternative is to using BDS to perform an **AFRS Extract** for revenue only. This will create the current base. You would then run a report to review the resulting base and enter only the needed adjustment to meet expected maintenance level in this decision package.*



2. Select the appropriate Budget Period from the dropdown list box.
2015-17
3. Select the appropriate Version from the dropdown list box.
<Your initials> - <Your name> Practice
4. Select M1 – Mandatory Caseload and Enrollment from the Budget Level dropdown list box.
5. Select an available decision package code from the list under View Decision Package Codes.
90
6. Leave the Package Program drop down box at the default of Agency Level.

Note: Agency level means it can contain any agency program. Use of package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.

7. Type in an appropriate Package Title for this decision package.

Maintenance Level Revenue

Note: This title will be pre-filled with the OFM Pre-assigned title for this particular code.

8. Click to check the Open this decision package after Save.
9. Click the Save button, Yes to confirm selections, and OK when saved.
10. Select Edit / Revenue Detail Amounts from the BDS menu bar after the expenditure detail screen opens.

Note: Revenue only decision packages do require revenue narrative and recommendation summary text. Please refer to Section 8.1 of the budget instructions for more guidance.

Decision Package Console - Revenue Detail Amounts - M1-90 Maintenance Level Revenue

File Edit View Tools Reports Help

Revenue Filter Revenue Detail Affected Programs Revenue Notes

Revenue Search Criteria

Fund All

Source All

Apply

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: M1-90 6.0.29

11. Leave the fund and source dropdown list boxes on All and All then click the Apply button.

Note: The revenue filter was developed to assist agencies that have a large number of revenue funds and sources (e.g., State Treasurer's Office) so that they could narrow the number of revenue lines displayed on the following worksheet. Using the options of All and All will be sufficient for most agencies.

12. Enter the fund number of the first fund to require adjustment to the left of ← Enter Fund Here and hit the tab key.

001

13. Enter the four-digit major source/source combination to the left of ← Enter Source Here and hit the tab key.

• **0316**

Note: You may also right click on the cell to bring up a selection dialog box.

14. Repeat steps 12 and 13 for each fund / source combination needing an update.
15. Click anywhere on the row for Fund 996 / Source 9999, then select Edit / Delete Worksheet Row from the BDS menu bar.
16. Enter estimates for each fund/source.
\$30,000 each year.

Note: Enter the expected maintenance level revenue that is not tied to a specific decision package for each source. For revenue that is associated with a specific decision package, those increments should be included in the Revenue Detail of the specific decision package(s).

Fund Code	Fund Title	Source Code	Source Title	Total FY2016	Total FY2017	Agency Level FY 2016	Agency Level FY 2017
001	General Fund	0316	Dept of Justice	30,000	30,000	30,000	30,000
	Total Fund 001			30,000	30,000	30,000	30,000
	<-- Enter Fund Here						
	Total			30,000	30,000	30,000	30,000
	Biennial Total				60,000		60,000

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Decision Package: M1-90 6.0.29

17. Select File / Save Current Tab Set.
18. Select Reports / OFM Reports / Summarized Revenue by Account and Source. Choose to run this as Agency Level (All Programs rolled up) with Include Recommendation Summary Text checked.

Report Selection

Make your report selections below.

Program: Agency Level (All Programs rolled up)

☐ Check here if you want this formatted for Word.

☒ Check here to include Recommendation Summary text.

OK Cancel

19. Click ok.

20. Select the report format and view.

21. Click Return to return to the Revenue Detail screen.

BASS - BDS029


State of Washington
Summarized Revenue by Account and Source

Budget Period: 2015-17
Dollars in thousands
105 - Office of Financial Management
Agency Level
TD - 2015-17 Biennial Budget Request
Supporting Text Included

6/24/2014
4:52PM

	Maintenance Level		Performance Level		Biennium Totals		Total
	FY2016	FY2017	FY2016	FY2017	FY2016	FY2017	
001 - General Fund							
Total - 0316 - Dept of Justice - F	30	30			30	30	60
001 - General Fund - Federal	30	30			30	30	60
Total - 001 - General Fund	30	30			30	30	60
105 - Office of Financial Management - Federal	30	30			30	30	60
Total - 105 - Office of Financial Management	30	30			30	30	60

22. Review report for accuracy. In particular look at the maintenance level totals and ensure these matches agency estimates before performance level changes.

 Note: OFM requires that the agencies balance between expenditure and revenue estimates for federal and local/private fund sources. A pre-release edit will provide a warning if the expenditures for appropriation types 2 and 7 do not align with revenue major sources 03 and 05 respectively.

Lesson 3, Task 7 – Working Capital Reserve

The administering agency of a special revenue fund must submit a Working Capital Reserve form that lists the recommended ending fund balance for those accounts. Please see Section 8.4 of the OFM Budget Instructions for more information about Working Capital Reserve. **If your agency is not required to submit a Working Capital Reserve Form, skip to Lesson 4.**

1. Select Tools / Working Capital from the BDS menu bar.

Fund	Fund Title	CB Amount	EB Amount
419	Data Processing Revolving Acco	1,000,000	1,200,000
<-- Enter Fund Here			

2. Enter funds required in the Working Capital Reserve (B9-1) submittal to the left of <-- Enter Fund Here hitting the tab key after each fund.

419

3. Enter estimates for the current and ensuing biennia.

CB Amount
1,000,000

EB Amount
1,000,000

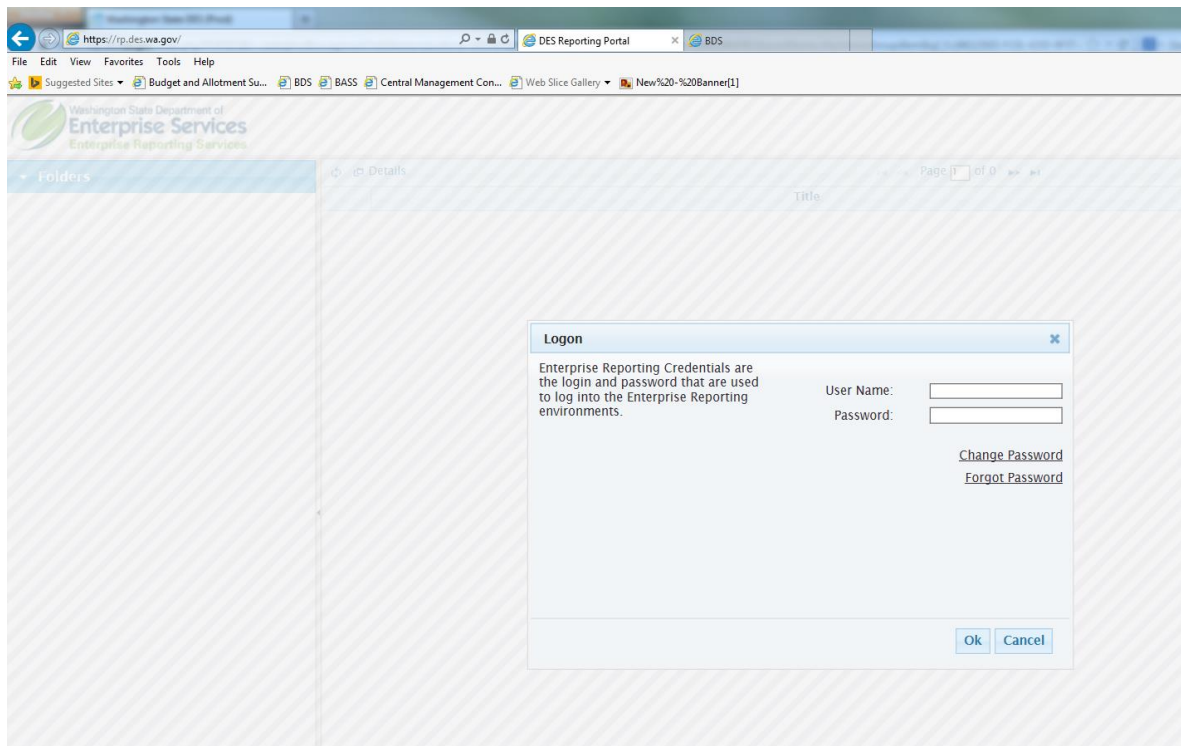
4. Select File / Save Current Tab from the BDS menu bar.
5. Select Reports / OFM Reports / Working Capital (B9-1). Choose to run this as Agency Level (All programs rolled up). *A sample of this report can be found in Appendix 4.*
6. Click the Printer icon to print a copy of this report once it is run.
Skip this step in training
7. Click Return to return to the Working Capital screen.
8. Select File / Exit to BDS Menu.

LESSON 4 – REVIEW THE BUDGET AND MAKE NECESSARY REVISIONS

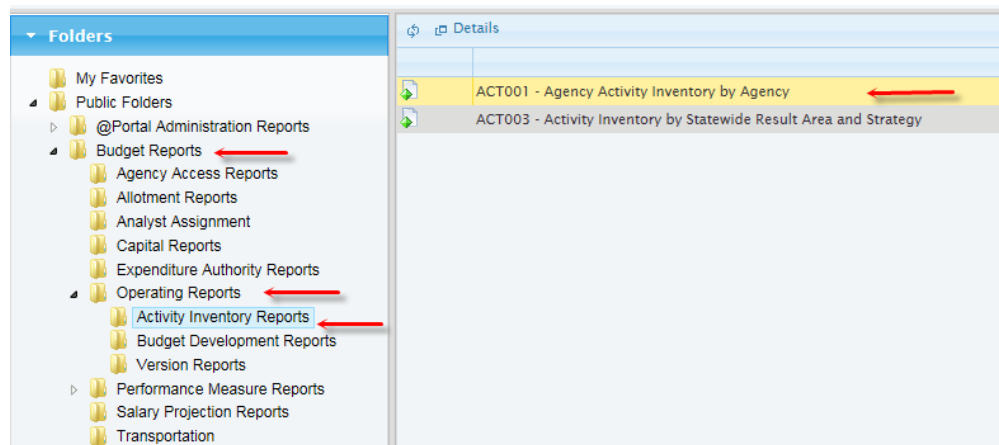
Lesson 4, Task 1 – Review Agency Activity Description/Performance Measure Target Amounts

The Agency Activity Description ACT001 report is required as part of the budget submittal. This report can be run from Enterprise Reporting. Please refer to the Operating Budget Instructions for the Activity Performance Measure Target instructions and business rules. The Activity Descriptions and Performance Measure information is used in the ACT001 report for the budget submittal. There are two other tutorials that will give you guidance on updating your agency Activity Descriptions and Performance Measure Target Amounts. The activity tutorial is named – Activity Description – OFM and Agency Users. The performance measure user guide is named – Results through Performance Management (RPM) system. Both tutorials can be found in the BASS Library.

1. Once your agency Activity Descriptions and Performance Measure Target Amounts have been updated, select Reports / OFM Reports / Agency Activity Inventory from the BDS menu bar.
 - Go to ER Window provided in training
2. Log into Enterprise Reporting. Log-in and password will be provided.



3. Select the Budget Reports, Operating Reports then Activity Inventory Reports folders



4. Right click on the report title ACT001 and select schedule to select options for the Activity Inventory Report

Schedule: ACT001 - Agency Activity Inventory by Agency

Parameters | Destinations | Recurrence

Budget Period
2015-17

Agency
105 - Office of Financial Management

Version
ER - Cassandras Enacted Recast

Result Area
* - All Statewide Result Areas

Activity
* - All Activities

Program
* - All Programs

Reset Schedule

5. Make the following suggestions to match your version
- Budget Period – 2015-17
 - Agency – Your agency
 - Version - <Your initials> - <Your name> Practice
 - Include Policy Level – Yes

- Click Schedule in the bottom right hand corner

History: ACT001 - Agency Activity Inventory by Agency						
			Page 1 of 1		View 1 - 1 of 1	
Instance Time	Title	Status	Created By	Type	Parameters	
Jun 25, 2014 7:50 AM	ACT001 - Agency Activity Inventory by Age	Pending...	tanya179	Crystal Report	;A;2013-15;105;EN;*-*-*-*-*-;Activi	

- Wait a few moments until the report status changes from Pending to Success.
- Double click on the Instance Time to view the report.

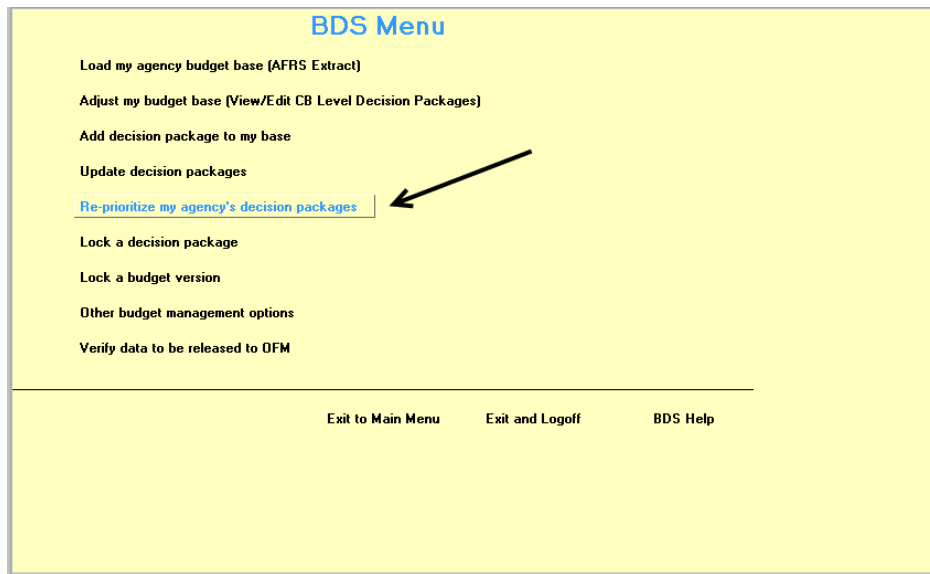
https://rp.des.wa.gov/?id=18161160&title=ACT001 - Agency Activity Inventory by Agency&parameter - Internet Explorer											
Group Tree <ul style="list-style-type: none"> ACT001 - Agency <ul style="list-style-type: none"> 105 - Office of Financial Management 	<div> <div> ACT001 - Agency Activity Inventory by Agency Office of Financial Management </div> <div> Appropriation Period: 2013-15 Activity Version: EN - Enacted Recast September 2013 Sort By: </div> </div> <h2>105 - Office of Financial Management</h2> <h3>A002 Administrative Activity</h3> <p>The Administrative activity represents the OFM Director's Office. This includes deputy director, legislative liaison, communications director, legal counsel, management services and their staff.</p> <p>Program 010 - Administration</p> <table> <tr> <th>Account</th><th>FY 2014</th></tr> <tr> <td>FTE</td><td></td></tr> <tr> <td>001-1 State</td><td>7.8</td></tr> <tr> <td>001 General Fund</td><td></td></tr> <tr> <td>001-1 State</td><td>\$2,291,577</td></tr> </table> <p> Statewide Result Area: Strengthen government's ability to achieve effectively Statewide Strategy: Provide data, information, and analysis to support decision-making </p>	Account	FY 2014	FTE		001-1 State	7.8	001 General Fund		001-1 State	\$2,291,577
Account	FY 2014										
FTE											
001-1 State	7.8										
001 General Fund											
001-1 State	\$2,291,577										

- Print the report.
Skip this step in training
- Logoff and close all Enterprise Reporting windows.
- Review the report for activity titles, descriptions, expected results, priority, and reasonableness activity dollars for the version. Also verify the performance measure totals and determine adjustment needed.

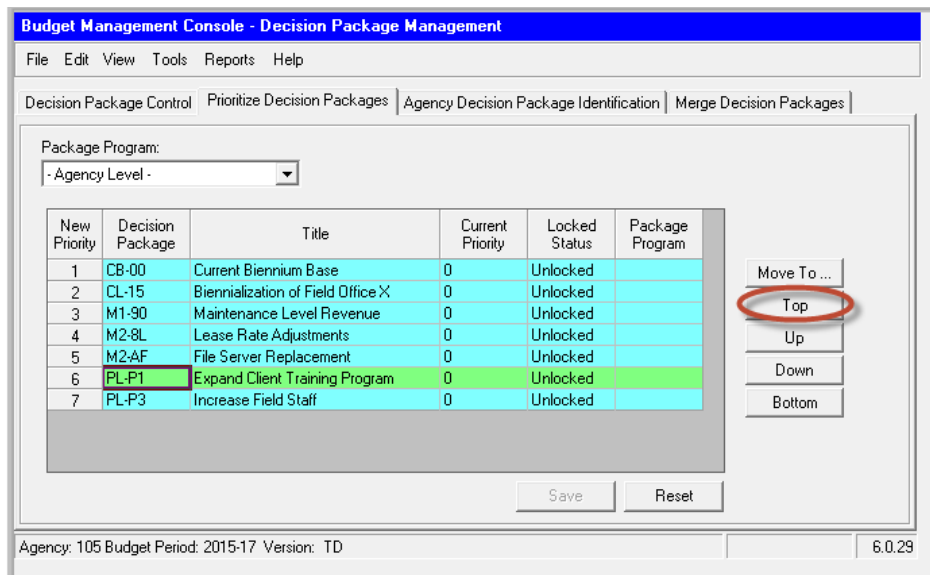
Note: Once Performance Measure Target amounts are final, you will need to release this data to OFM. The performance measure target amounts should be released before releasing the agency budget. More information regarding performance measures can be found in the Results through Performance Management (RPM) system user guide.

Lesson 4, Task 2 – Prioritizing Decision Packages

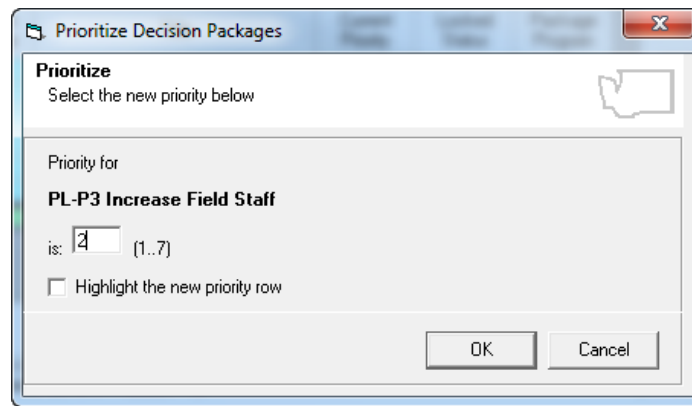
1. Select Reprioritize Decision Packages from the BDS menu.



2. Click once to highlight a performance level decision package to prioritize and click the Top button.



3. Click once to highlight the second performance level decision package to prioritize and click the Move To button.



4. Type "2" in the is: field.
5. Make sure that Highlight the new priority row is unchecked.
6. Click OK.
7. Click once to highlight the third priority decision package and click the Up and Down buttons as necessary to move it back into the third position.

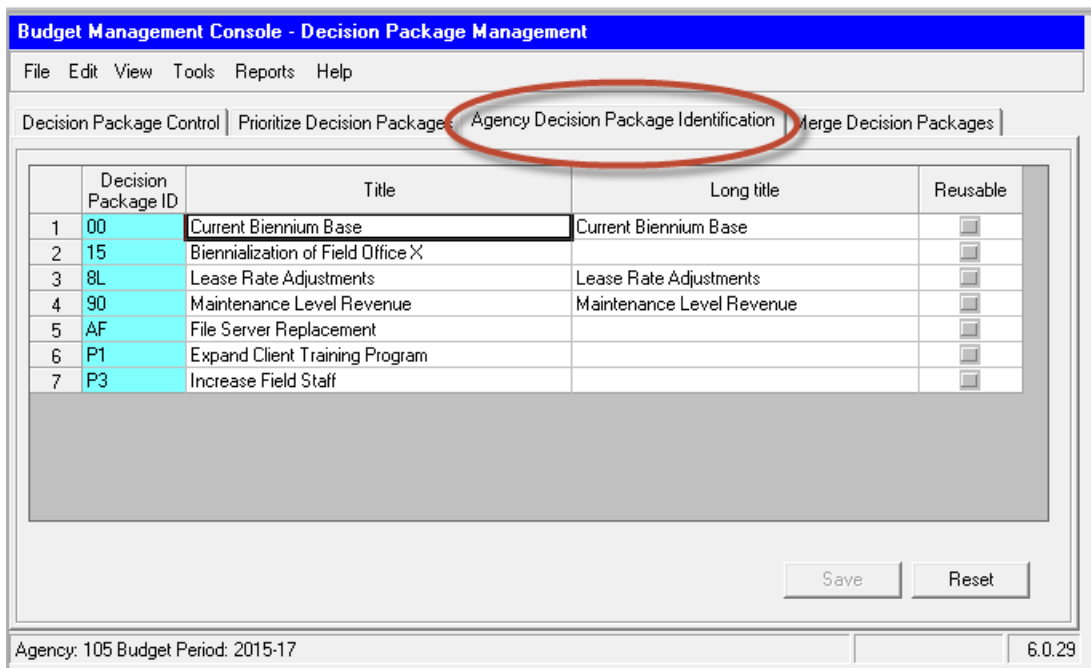
Move your final Performance Level decision package to spot #3.

8. Click Save.

Note: You must prioritize performance level decision packages for your OFM submittal. BDS allows for prioritizing all decision packages of a version regardless of budget level. The assigned priority is not electronically submitted to OFM, but is used in reporting. The Decision Package Summary prints a list of performance level decision packages in priority order. You may choose to prioritize maintenance level decision packages if you will be printing the Working Recommendation Summary in priority order. The OFM Recommendation Summary report will print in budget level, decision package code order. Simply leave un-prioritized decision packages (for current biennium and carry-forward level) at the bottom of the priority list. Although BDS will assign a low-level priority number, this number will not be used in BDS or OFM internal budget systems (WinSum).

Lesson 4, Task 3 – Revising Decision Package Titles

1. Select the Agency Decision Package Identification tab.



	Decision Package ID	Title	Long title	Reusable
1	00	Current Biennium Base	Current Biennium Base	<input type="checkbox"/>
2	15	Biennialization of Field Office X		<input type="checkbox"/>
3	8L	Lease Rate Adjustments	Lease Rate Adjustments	<input type="checkbox"/>
4	90	Maintenance Level Revenue	Maintenance Level Revenue	<input type="checkbox"/>
5	AF	File Server Replacement		<input type="checkbox"/>
6	P1	Expand Client Training Program		<input type="checkbox"/>
7	P3	Increase Field Staff		<input type="checkbox"/>

Agency: 105 Budget Period: 2015-17 6.0.29

2. Find a decision package code for any decision package requiring a title change.
3. Make appropriate changes to this decision package title.
Expand Client Training Opportunity

*Note: Changing the decision package title here will change the title for all decision packages with this code for the indicated budget period (displayed below). Only Budget Operations users may change a decision package title. The **Agency Decision Package Identification** tab is the only place in BDS to change a decision package title.*

4. Click Save to save changes.

Lesson 4, Task 4 – Decision Package Status

1. Select the Decision Package Control tab.

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1		CB-00	Current Biennium Base	1		Draft	<input type="checkbox"/>
2		CL-15	Biennialization of Field Office X	3		Draft	<input type="checkbox"/>
3		M1-90	Maintenance Level Revenue	4		Draft	<input type="checkbox"/>
4		M2-8L	Lease Rate Adjustments	5		Draft	<input type="checkbox"/>
5		M2-AF	File Server Replacement	6		Draft	<input type="checkbox"/>
6		PL-P1	Expand Client Training Program	7		Final	<input checked="" type="checkbox"/>
7		PL-P3	Increase Field Staff	2			<input type="checkbox"/>

Save Reset Sort Set Filter to All

Agency: 105 Budget Period: 2015-17 Version: TD Package Program: Budget Level: ALL 6.0.29

2. Use the bottom scroll bar to move to the far left.
3. Click once to highlight the first maintenance level decision package in the list.
4. Click in this row under the column Status to invoke the dropdown list box.
5. Select the appropriate status for this decision package.

Final

Note: Whatever status you choose here will print on the actual decision package. You may choose the <blank> option to not have any stamp on the decision package.

6. Click the box in the Locked column to check it.
7. Repeat steps 15 through 17 for each maintenance and performance level decision package.
8. Mark all the current biennium and carry-forward level decision packages Locked.

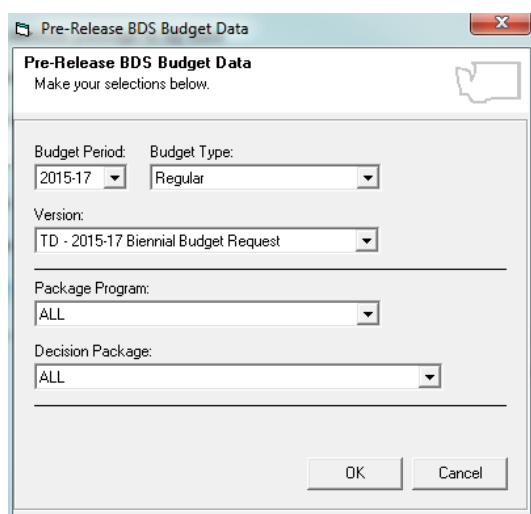
Note: It is optional to change the status for current biennium and carry-forward level decision packages since they are not printed for the budget submittal.

9. Click Save to save these changes.

Lesson 4, Task 5 – Run a Pre-Release Edit Report

BDS has a Pre-Release Edit Report that allows users to verify that data in BDS meets all electronic release requirements as well as warnings on various business rules. This report should be run prior to printing copies of the OFM submittal reports to control the number of re-prints. This report can and should be run early and often in your budget development to ensure no last minute surprises on release day. Appendix 2 will cover the various error messages and their respective remedies. There are two levels of errors checked for in this verification process. Warnings are errors that may raise flags with your OFM budget analyst, but will not prevent you from releasing your data. Critical errors must be resolved before you will be able to release your data.

1. Select Verify data to be released to OFM / BDS Budget Data from the BDS menu.




2. Select the appropriate Budget Period, Budget Type, and Version from the dropdown list boxes.

2015-17

Regular

<Your Initials> - <Your Name> Practice

2. Select ALL for Package Program and Decision Package.
3. Click OK.
4. Select the Report Format and View.
5. Click the printer icon to print a copy of the report.
Skip this step in training
6. Review the report and determine if any items should be addressed then click Return to return to the BDS menu. A copy of this sample report is available in Appendix 4.

 *Note: Critical items MUST be corrected in order to electronically release data. Warnings indicate that there is something that might not be consistent with business rules, but the electronic release will not be prohibited.*

BASS BDS040

State of Washington
Budget Development System Pre-Release Edits Report

Budget Period: 2013-15
Agency: 105 Office of Financial Management
Version: TD BDS Training Tutorial
Package Program: ALL
Decision Package: ALL

4/9/2013
12:32:23PM
Page: 1

Carry Forward Critical Errors (30)

Description

Carry-forward level of \$18,403,998 does not match the OFM carry-forward level of \$18,709,000 in fund 001-1 for fiscal year 2014. The difference is \$-305,002.
Carry-forward level of \$17,700,003 does not match the OFM carry-forward level of \$18,722,000 in fund 001-1 for fiscal year 2015. The difference is \$-1,021,997.
Carry-forward level of \$15,832,999 does not match the OFM carry-forward level of \$15,669,000 in fund 001-2 for fiscal year 2014. The difference is \$163,999.
Carry-forward level of \$15,697,001 does not match the OFM carry-forward level of \$15,663,000 in fund 001-2 for fiscal year 2015. The difference is \$34,001.
OFM carry-forward level does not indicate a balance in fund 02R-1 for fiscal year 2014.
OFM carry-forward level does not indicate a balance in fund 02R-1 for fiscal year 2015.
Carry-forward level of \$140,000 does not match the OFM carry-forward level of \$142,000 in fund 09R-1 for fiscal year 2014. The difference is \$-2,000.
Carry-forward level of \$140,000 does not match the OFM carry-forward level of \$143,000 in fund 09R-1 for fiscal year 2015. The difference is \$-3,000.
Carry-forward level of \$962,500 does not match the OFM carry-forward level of \$511,000 in fund 108-1 for fiscal year 2014. The difference is \$451,500.
Carry-forward level of \$1,165,500 does not match the OFM carry-forward level of \$187,000 in fund 108-1 for fiscal year 2015. The difference is \$978,500.
Carry-forward level of \$1,190,000 does not match the OFM carry-forward level of \$52,000 in fund 109-1 for fiscal year 2014. The difference is \$1,138,000.
Carry-forward level of \$70,000 does not match the OFM carry-forward level of \$52,000 in fund 109-1 for fiscal year 2015. The difference is \$18,000.
OFM carry-forward level does not indicate a balance in fund 218-1 for fiscal year 2014.

7. Make corrections as necessary to resolve all critical errors.
8. Review each warning error to determine if further action should be taken.
9. Re-run the Pre-Release Edit report to verify corrections.

LESSON 5 – TRANSMIT YOUR BUDGET TO OFM

Lesson 5, Task 1 – Release Data to OFM

Once you pass all pre-release edits you are ready to submit your version to OFM. You must have security to release BDS data to complete this step. The OFM Budget Division reviews your released BDS data through their internal system WinSum. Security for releasing data is granted separately from the BDS system. If you do not have an icon for **Release Data to OFM** on the BASS Main Menu, you do not have security to release data. Run an **Agency Access** report in Enterprise Reporting to determine who does have access for your agency.

1. Click on the Release Data to OFM icon from the BASS Main Menu.

Note: This icon will only be available to you if you have access to releasing data from BASS system. This access is granted separate from BDS. Having budget operations access to BDS does not guarantee access to data release.



Release Data To OFM

Refer to the “BDS Release Quick Reference Guide” located in the BASS Help Library at <https://budgetlogon.ofm.wa.gov/library/BDSRel.pdf> for instructions on releasing data to OFM.

WARNING – If practicing at your agency, do not complete this step. This will release data to OFM.

LESSON 6 – ENACTED RECAST

Lesson 6, Task 1 – Create your Enacted Budget Version

What is the Enacted Recast?

When a new biennial or first supplemental budget is enacted, agencies must update their estimated costs of agency activities to reflect the new budget. This budget recast becomes the foundation for the next budget. Agencies enter their whole budget in terms of fund source and FTEs by Fiscal Year and activities. This process eliminates having to detail CB, CL and ML decision packages by activity.

Why would I want to do an Enacted Recast?

After your Biennial Budget submittal goes through the legislative process, and becomes enacted, each agency is required to adjust their fund sources and FTEs to reflect accurate activity distribution. Once completed, it needs to be submitted to OFM and approved by your agency's OFM Budget Analyst; this information is then used as the basis to build the next budget.

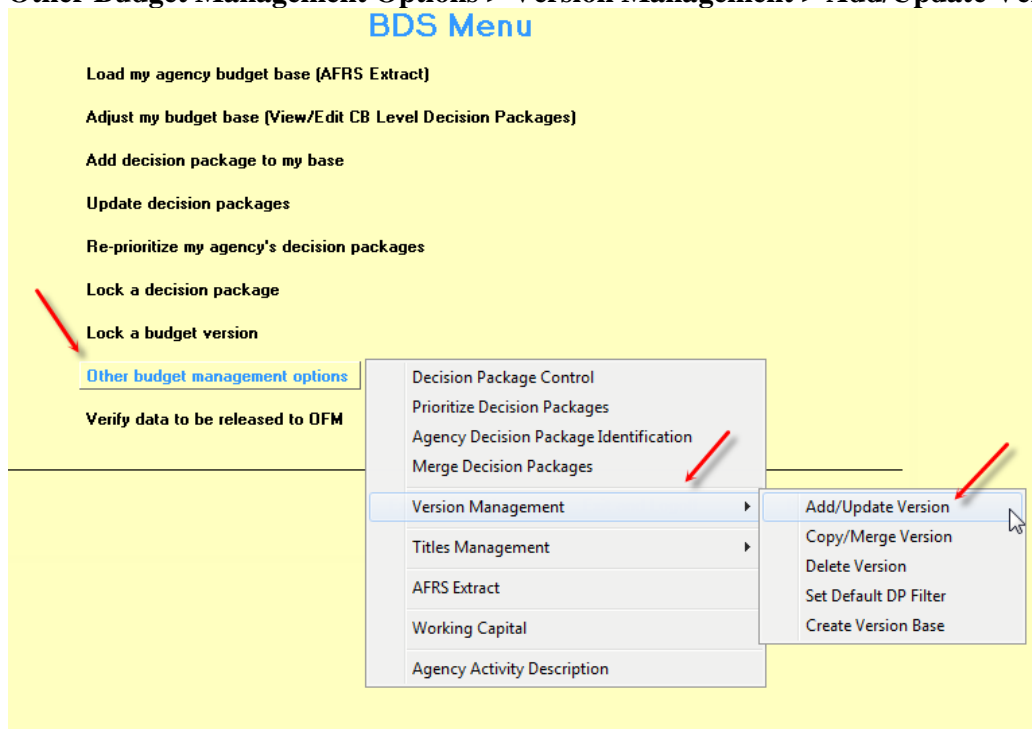
What are the requirements for an Enacted Recast?

It is required that an agency's total enacted budget be spread by activity. The following steps will show how to create a new version, how to select activities, how to enter recast dollars and FTEs into BDS, and how to run a report. NOTE: Allocations between programs and activities should happen prior to beginning data entry.

Agencies enter the bottom line dollars by account and activity for their entire budget in one decision package. Knowing the activity breakout by decision package is not required. You need to know your total activity breakouts by program/subprogram/budget unit and activity before beginning this task.

18. From the **BDS Menu** select:

- **Other Budget Management Options > Version Management > Add/Update Version.**



Select the appropriate **Budget Period** using the dropdown list box.

- 2015-17

19. In the empty row enter any two-digit code in the **Version** cell (numbers and/or letters in any order) to distinguish this version then hit the Tab key.

- <Your initials>

Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods (bienniums) or published budgets available in the BASS Version Reporting System. This code is your own.

20. Assign a **Title** to your version and hit the Tab key. The title may be anything that helps you distinguish what this group of related decision packages represents.

- <Your Name> Chosen Title

21. Select *Enacted* from the list of **Budget Sources** available in the dropdown list.

22. Select *Regular* from the list of **Budget Types** available in the dropdown list and hit the Tab key. If you are creating a version to recast the 1st Year Supplemental, select *First Year Supplemental* from the list of **Budget Types**. You should now see the version you just added in **blue font** in alphabetical or numerical order, dependent on the chosen two digit version, in the version list (use the vertical scroll bar to scroll if not visible on the screen).

23. Hit the **Save** button to save the version.

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version Copy/Merge Version Delete Version Set Default DP Filters Create Version Base

Budget Period: 2015-17

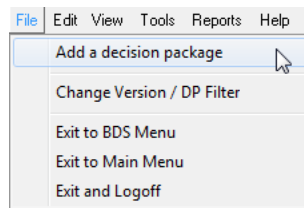
Version	Title	Budget Source	Budget Type
1 ER	Cassandras Enacted Recast	Enacted	Regular
2 HP	Practice	Agency	Regular
3 XY	2015-17 Budget	Agency	Regular
4			

Save Reset

Agency: 105 6.0.29

Lesson 6, Task 2 – Create the Bottom Line Recast

1. Select **File > Add a decision package** from the BDS menu bar.



2. Enter the following decision package information:

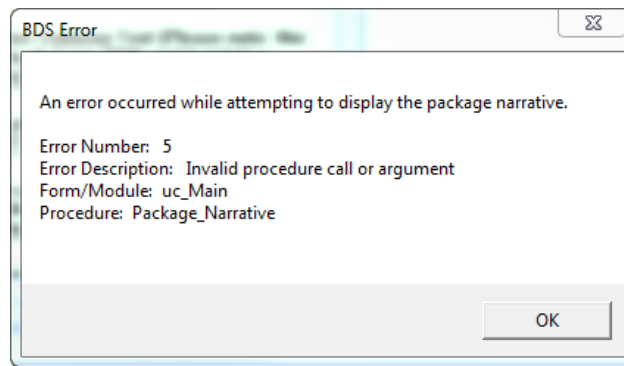
- **Budget Period** – 2015-17
- **Version** - <your initials> - <your name> Chosen Title, or the version you just created
- **Budget Level** – PL – Performance Level
- **Decision Package Code** – 9Z - Recast to Activity
- **Package Program** – Agency Level
- **Package Title** – Recast to Activity (cannot be changed)
- **Package Long Title** – Recast to Activity (cannot be changed)
- **Open this decision package after Save...** - Check the box

*Note: **Package Program** may be used to develop a separate recast for each agency program. In this case use **Package Program** to determine the program for recast, and repeat this Step for each program.*

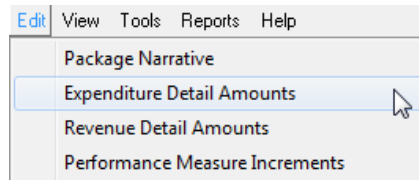
3. Click **Save**

A screenshot of the 'Add New Decision Package' dialog box. The dialog has a title bar 'Add New Decision Package' and a subtitle 'New Decision Package'. Below the subtitle is the instruction 'Enter the information below that will define the new decision package.' The form contains several fields: 'Budget Period' (dropdown menu showing '2015-17'), 'Version' (dropdown menu showing 'ER - Cassandras Enacted Recast'), 'Budget Level' (dropdown menu showing 'PL - Performance Level'), 'Decision Package Code' (text field showing 'PL 9Z'), 'Package Program' (dropdown menu showing 'Agency Level'), 'Package Title' (text field showing 'Recast to Activity'), and 'Package Long Title' (text field showing 'Recast to Activity'). To the right of these fields is a section titled 'View Decision Package Codes' with two radio buttons: 'Used for this Version' and 'Available for this Version'. Below the radio buttons is a list of codes: '9U - Unanticipated Receipts not', '9V - Oper costs for new capital p', '9W - Operating Costs/Proposed', '9X - Self Insurance Premium', '9Y', and '9Z - Recast to Activity'. The '9Z - Recast to Activity' code is highlighted. Below the list is a note '* indicates reusable codes'. At the bottom of the dialog is a checkbox labeled 'Open this decision package after Save. Decision package filter will be modified.' which is checked. To the right of the checkbox are 'Save' and 'Cancel' buttons. Red arrows point to the 'Budget Period', 'Version', 'Budget Level', 'Decision Package Code', 'Package Program', 'Package Title', 'Package Long Title', the checkbox, and the 'Save' button.

4. You will be asked to confirm your selections, click **Yes**
5. You *may* get this Error Message, click **OK** (this is a common error that occurs throughout the system and a known bug, ignore and continue)

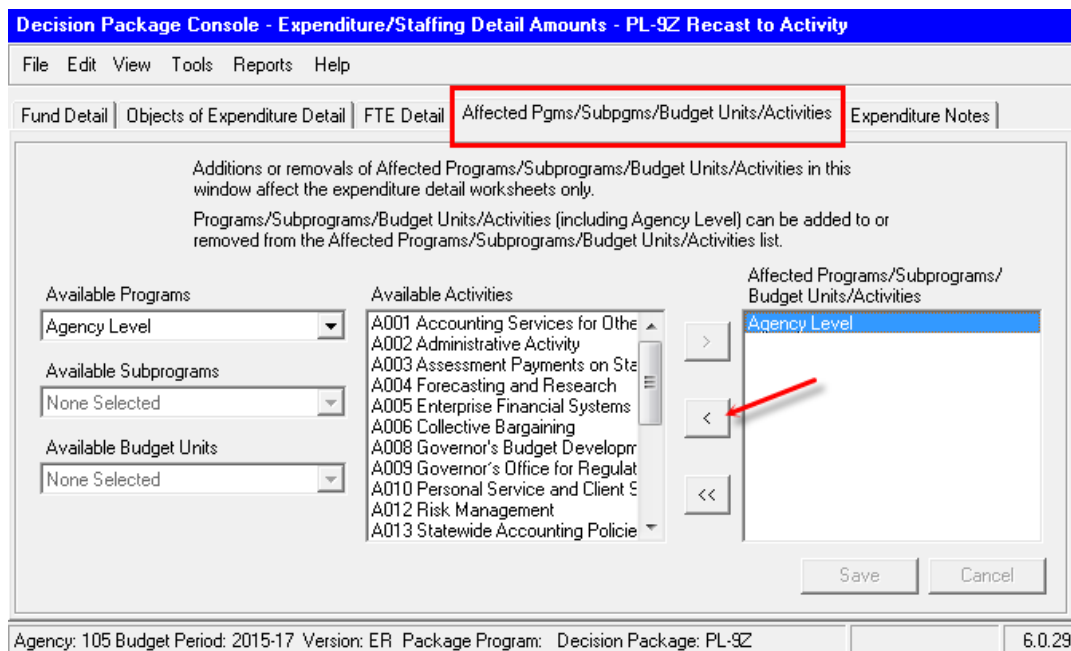


6. Once the decision package opens, select **Edit > Expenditure Detail Amounts** from the BDS menu bar.



Note: Narrative is not required for the Recast decision package.

7. Highlight *Agency Level* in the **Affected Programs/Subprograms/Budget Units/Activities** column and click the < to move out of the list.



8. Use the combination of available programs, subprograms, budget units, and activities to list each needed combination in the **Affected Pgms/Subpgms/Budget Units/Activities** list. (You can select one at a time or multiple by clicking the first activity, holding the shift key, and clicking the last activity.)
9. Click **Save** to save the change and **Yes** to the message warning of deleting the agency default column.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-9Z Recast to Activity

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes

Additions or removals of Affected Programs/Subprograms/Budget Units/Activities in this window affect the expenditure detail worksheets only.

Programs/Subprograms/Budget Units/Activities (including Agency Level) can be added to or removed from the Affected Programs/Subprograms/Budget Units/Activities list.

Available Programs: Agency Level

Available Subprograms: None Selected

Available Budget Units: None Selected

Available Activities:

- A001 Accounting Services for Other
- A002 Administrative Activity
- A003 Assessment Payments on State
- A004 Forecasting and Research
- A005 Enterprise Financial Systems
- A006 Collective Bargaining
- A008 Governor's Budget Development
- A009 Governor's Office for Regulation
- A010 Personal Service and Client Services
- A012 Risk Management
- A013 Statewide Accounting Policies

Affected Programs/Subprograms/Budget Units/Activities:

- Agency Level/ A001 Accounting Services for Other
- Agency Level/ A002 Administrative Activity
- Agency Level/ A003 Assessment Payments on State

Save Cancel

Agency: 105 Budget Period: 2013-15 Version: EN Package Program: Decision Package: PL-9Z 6.0.29

10. Select the **Fund Detail** tab.
11. Enter a row for each fund needed, by right clicking on the blank **Fund AT Code** box, based on the recast. Delete the 996-Z row by right clicking on the **Fund AT Code**.
12. Select the **View / Freeze Key Columns** option so that you will always be able to view the funds as you use this BDS worksheet.
13. Input the dollars into the appropriate column for each combination of Program, Subprogram, Budget Unit and Activity.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-9Z Recast to Activity							
File Edit View Tools Reports Help							
Fund Detail	Objects of Expenditure Detail	FTE Detail	Affected Pgms/Subpgms/Budget Units/Activities	Expenditure Notes			
Fund AT Code	Fund AT Title	Total FY2016	Total FY2017	Activity A001 FY 2016	Activity A001 FY 2017	Activity A002 FY 2016	Activity A002 FY 2017
001-1	General Fund - State	26,275,100	26,622,300	25,154,000	25,501,200	1,121,100	1,121,100
001-2	General Fund - Federal	2,000,000	2,000,000	0	0	2,000,000	2,000,000
	Total Fund 001	28,275,100	28,622,300	25,154,000	25,501,200	3,121,100	3,121,100
419-6	Data Processing Rev - Non Adj	20,000,000	24,000,000	0	0	20,000,000	24,000,000
	Total Fund 419	20,000,000	24,000,000	0	0	20,000,000	24,000,000
	<-- Enter Fund Here						
Total		48,275,100	52,622,300	25,154,000	25,501,200	23,121,100	27,121,100
	Biennial Total		100,897,400		50,655,200		50,242,200

Agency: 105 Budget Period: 2015-17 Version: ER Package Program: Decision Package: PL-9Z

6.0.29

14. Input the FTEs in the **FTE Detail** grid by appropriate column for each combination of Program, Subprogram, Budget Unit and Activity.

Decision Package Console - Expenditure/Staffing Detail Amounts - PL-9Z Recast to Activity

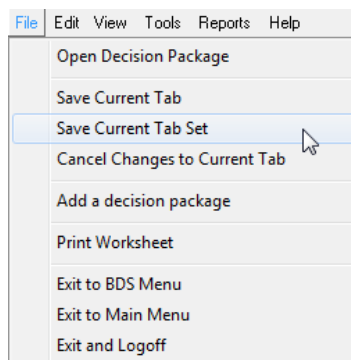
File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | **FTE Detail** | Affected Pgms/Subpgms/Budget Units/Activities | Expenditure Notes |

Fund AT Code	Fund AT Title	Total FY2016	Total FY2017	Activity A001 FY 2016	Activity A001 FY 2017	Activity A002 FY 2016	Activity A002 FY 2017
001-1	General Fund - State	175.0	75.0	75.0	75.0	100.0	
	Total Fund 001	175.0	75.0	75.0	75.0	100.0	
996-Z	Estimated All Other - Other	200.0	200.0	200.0	200.0	0.0	
	Total Fund 996	200.0	200.0	200.0	200.0	0.0	
	<-- Enter Fund Here						
Total		375.0	275.0	275.0	275.0	100.0	
	Annual Average		325.0		275.0		

Agency: 105 Budget Period: 2015-17 Version: ER Package Program: Decision Package: PL-9Z 6.0.29

15. Select **File > Save Current Tab Set** to save changes to the worksheet.



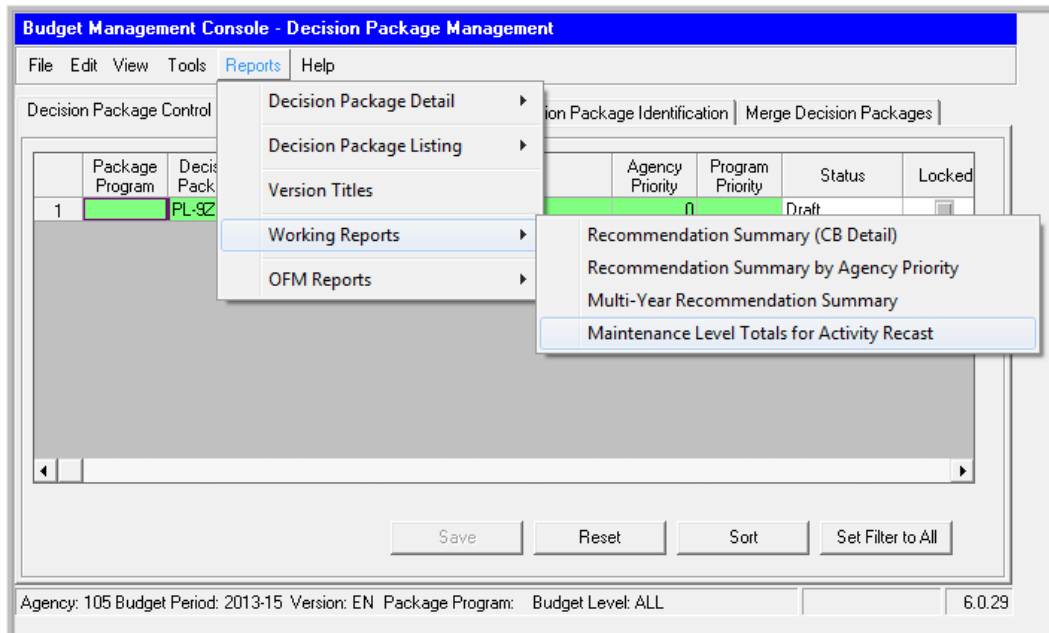
16. Run the **ACT001** report to verify. **Select Reports > OFM Reports > Agency Activity Inventory** from the BDS menu bar. This will take you to the Enterprise Reporting system to run the Activity Inventory report for reviewing your activities. See Lesson 4, Task 1 for instructions on how to run an ACT001 report.

Lesson 6, Task 3 – Verify Enacted Version

Now that your decision package by activity reflects the Enacted Budget you will want to verify that this is accurate and run a **pre-release edit report** to see if BDS finds any errors in the version.

1. Select **Reports > Working Reports > Maintenance Level Totals for Activity Recast** from the BDS menu bar.

Note: Although the menu bar option reads that the report is for Maintenance Level, the actual report is looking at all dollars and FTEs through Performance Level.



2. Verify that the report indicates no balances.

Note: A zero balance indicates that all dollars and FTEs are allocated to activities.

BASS - BDS026

State of Washington

Maintenance Level Totals for Activity Recast

Agency: 105 Office of Financial Management

Budget Period 2013-15

Version: EN Enacted Recast Training

Program	Fund	FTE		Dollars	
		1st Year	2nd Year	1st Year	2nd Year
Subtotal	996-Z	0.0	0.0	0	0
Grand Total		0.0	0.0	0	0

3. If there are dollars or FTEs in the report you will be required to adjust the version until all dollars and FTEs are allocated to activities. You know this is true when the report lists all zeros.
4. Verify that the columns in each decision package have an Activity identified. When you find a column that does not meet this condition you will need to add a new column with activity using the

Affected Pgms/Subpgms/Budget Units/Activities tab, reenter the amounts into the activity column and delete the original column.

5. Click **Close** to close the report and return to BDS.
6. Select **File > Exit to BDS Menu** from the BDS menu bar.
7. Select **Verify Data to be Released to OFM > BDS Budget Data** from the BDS menu. See **Lesson 5, Task 1** for instructions on how to release data to OFM.

Appendix 1 – Business Rule Notes

BDS Menu

- Some menu options will be grayed out if you are a user with "Edit Access" only rights. See your agency budget officer if you need to complete tasks not currently available to you.

Version Management

- If a version and Default DP Filter have not been set for your agency, you will be taken to **Set Default DP Filters** screen automatically. Users with only "Edit Access" rights will receive a message informing them to see their Budget Operations staff.
- Your version code entered here is independent of any previous version codes in prior BDS budget periods or published budgets available in the BASS Version Reporting System. This code is your own.

Add Decision Package

- Numeric-Numeric decision package codes (e.g., 12) are recommended for current biennium and carry-forward level decision package codes to match the codes used by OFM.
-
- Press the 1st character of the code you wish to use and repeat pressing to scroll through those options.
- The package long title is optional. This title will print on internal reports only and will not be sent to OFM. A long title describing the type of extract run is recommended for AFRS Extract decision packages as there is no other method to view the original options selected.
- Agency level means the decision package can contain any agency program. Use of a specific package program is an advanced feature that is not discussed further in this tutorial. The use of package program is only recommended in rare cases, such as DSHS budget building.
- Maintenance level decision packages should use OFM pre-assigned codes for selected items as shown in the budget instructions, section 5.2.
- The title for this decision package codes pre-assigned by OFM cannot be changed. Agency decision packages that are for requesting funding to cover these items should use OFM pre-assigned codes. Please see the budget instructions for further information.

Open Decision Package

- The Open Decision Package screen allows users to open different decision packages when one decision package is currently open. Users can use the dropdown list boxes to make the appropriate selections or short-cut by typing the identifying information in the Manual Entry field (e.g., M2-8L open M2-8L for the current version). The selected decision package will open to the same screen that the Open Decision Package screen was accessed from.

Expenditure Detail Amounts

- The right-click option to bring up a selection box exists on each cell with an ⬅ Enter Here (fund, object, FTE).

- Object entry can either be at the object, sub object, or sub sub object level by entering the one, two, or six-character code.
- FTEs are not required by OFM at the fund level. It is okay to group all FTEs into fund 996-Z (except transportation fund FTEs). However, agencies may choose to break FTEs out by the funds that salaries are paid from for a more accurate analysis.
- Objects are not required in BDS for your carry-forward level. However, using objects in all steps of your budget development is recommended if you want to be able to use BDS reports and data for additional and more complete analyses. The level of object to enter data at will vary by agency. One option is to enter objects at the same level you allot. This will assist you in developing your biennial allotment control numbers once a budget is enacted.
- Object X in the Objects of Expenditure Detail tab is a placeholder only.
- The **Affected Programs/Subpgms/Budget Units/Activities** tab is the easiest way to create columns for desired programs, subprograms, Budget Units and activities in the expenditure worksheets. Establishing columns program is required if your agency is appropriated by program and recommended to allow for budget analysis by program if your agency has more than one program. Assigning activity through this tab will allow you to meet the requirement of providing maintenance level totals by activity. Alternatively, you have the option using the Activity Recast exercise found in the appendix to meet the OFM requirement.
- <Blank> is not an Available Activities selection when the decision package is a performance level decision package since activities are required for all performance level decision package estimates.

Narrative

- You may paste text from another document in here by hitting <CTRL-V> or using the right mouse button.
- You will not be able to add new words to the dictionary in BDS. This may be inconvenient if using acronyms.
- Recommendation Summary text is a very brief summary of the decision package. This entry is used as the basis for the Governor's budget text. The budget instructions ask that you limit this to 100 words. Please Note: OFM uses recommendation summary text to brief executive decision-makers. It is in your interest to make recommendation summary text clear, concise and compelling. Please refer to Section 4.2 of the budget instructions for more guidance.
- Recommendation Summary text is the only category required for electronic release of your budget. OFM does require you address all categories on the printed decision package, but if you are preparing your decision package outside of BDS, you need only to record Recommendation Summary text here.
- Narrative is not required for the Recast decision package.

Maintenance Level Recast

- Package Program may be used to develop a separate recast for each agency program. In this case use Package Program to determine the program for recast, and repeat this step for each program.
- The Maintenance Level Totals for Activity Recast report will determine the Total Maintenance Level amount of dollars by program or agency level that have not been identified by activity.
- OFM requires that agencies submit their budgets with the total maintenance level identified by activity. Another option is to enter the current biennium, carry-forward level steps, and maintenance level items with estimates all identified by increment and activity. No recast would be required in this case.
- Narrative is not required for the Recast decision package.

- There is no requirement to recast by object as OFM does not ask for activities by object. Agencies may elect to recast dollars by object if there is a desire to have these estimates readily available for reference or analysis.

Adding an Attachment to a Decision Package

- Decision package narrative will be required by OFM to be entered into the BDS application narrative section or as an attachment.
- The attachment can be a Word document of the decision package, as long as it follows the required format of the decision package report.
- Attachment file must be Word, Excel or PDF file. We recommend using Word when you export a decision package and enter the narrative.
- If you need to make changes to the attachment, you can not make changes to the attachment. You will need to make changes to decision package Word document on your computer and then attach the document to the decision package. You will want to delete the attachment that is no longer valid.
- When printing reports through the application, the attachment will not print. You will have to go into each decision package, open the attachment and then print.
- Attachment files are limited in size to 3MB.
- You will want to make sure the Recommendation Summary Text and Amounts and Performance Measures in the BDS application and the attachment match.

Supported Activities / Performance Measures

- Code, short title, type, and statement of measure are required fields for new performance measures.
- Performance Measures may be linked to more than one activity.
- The list of supported activities in a decision package may or may not mirror the list of activities with incremental estimates.
- A decision package should describe the change in performance that can be expected from the investment. If this change in performance is a change in one of the activity performance measures reported in the system, agencies should indicate the incremental change in that performance measure related to that decision package. If the decision package will contribute to some other ongoing activity result, the agency should establish a new measure in the system for that activity and indicate the incremental change. If the decision package is expected to bring about some other kind of performance change—a change that would not be relevant as an ongoing measure of activity results—please do not create a performance measure for the sole purpose of describing the effect of the decision package. This information should be described, and if possible quantified, in the decision package narrative. Performance measure amounts are not automatically updated from BDS input.
- Use the Performance Measure Incremental Estimates for the Biennial Budget report to help determine needed changes to **Performance Measures Amounts** for the ensuing biennium.

Revenue

- You may enter your base maintenance level revenue using this single decision package decision as this lesson outlines. An alternative is to use BDS to perform and AFRS Extract for revenue only. This will create the current base. You would then run a report to review the resulting base and enter only the needed adjustment to meet expected maintenance level in this decision package.

- The revenue filter was developed to assist agencies that have a large number of revenue funds and sources (e.g., State Treasurer's Office) so that they could narrow the number of revenue lines displayed on the following worksheet. Using the options of All and All will be sufficient for most agencies.
- Use decision package code M1-90 to enter the agency Maintenance Level Revenue that does not have ties to a specific decision package. This decision package should represent the total agency estimated maintenance level revenue.
- OFM requires that the agencies balance between expenditure and revenue estimates for federal and local/private fund sources. A pre-release edit is available will provide a warning if the expenditures for appropriation types 2 and 7 do not align with revenue major sources 03 and 05 respectively.
- Revenue only decision packages do require revenue narrative and recommendation summary text. Please refer to Section 8.1 of the budget instructions for more guidance.
- Enter the expected maintenance level revenue that is not tied to a specific decision package for each source. For revenue that is associated with a specific decision package, those increments should be included in the Revenue Detail of the specific decision package(s).

Decision Package Management

- Changing the decision package title in the **Decision Package Control** screen will change the title for all decision packages with this code for the indicated budget period. Only Budget Operations users may change a decision package title. The Agency Decision Package Identification tab is the only place in BDS to change a decision package title.
- Whatever status you choose in the **Decision Package Control** screen will print on the actual decision package. You may choose the <blank> option to not have any stamp on the decision package.
- It is optional to change the status for current biennium and carry-forward level decision packages since they are not printed for the budget submittal.
- BDS allows for prioritizing all decision packages of a version regardless of budget level. The assigned priority is not electronically submitted to OFM, but is used in reporting. The Decision Package Summary prints a list of performance level decision packages in priority order. You may choose to prioritize maintenance level decision packages if you will be printing the Working Recommendation Summary in priority order. The OFM Recommendation Summary report will print in budget level, decision package code order.
- Simply leave un-prioritized decision packages (for current biennium and carry-forward level) at the bottom of the priority list. Although BDS will assign a low-level priority number, this number will not be used in BDS or OFM internal budget systems (WinSum).

Pre-Release Edits

- Critical items **MUST** be corrected in order to electronically release data. Warnings indicate that there is something that might not be consistent with business rules, but the electronic release will not be prohibited.
- The agency version's carry-forward level must match the OFM carry-forward level budget in order for the agency budget to be electronically released to OFM. Contact your budget analyst if it appears a discrepancy in the OFM carry-forward level.

Reports

- Selecting a box to export as Word will change some of the formatting of the resulting report to make exporting to Word easier.

- The Maintenance Level Totals for Activity Recast report will determine the Total Maintenance Level amount of dollars by program or agency level that have not been identified by activity.
- You have the option of downloading reports to Word by clicking the icon with the envelope and red arrow and saving as file type "Word". If you choose this option, you should have replied Yes to any prompts for Word prior to running the report (not available on all reports). Once in Word, you would be able to add any custom formatting or graphics necessary.
- Agencies that are appropriated by program should run the Decision Package Program Detail so the estimates will be displayed by program.
- The **Performance Measures Incremental Estimate Changes to the Biennial Budget** report will provide a listing of all the incremental estimates assigned to agency performance measures. These will be needed to update the cumulative estimated totals for each performance measure related to Activity Descriptions.

Data Release

- The Data Release icon will only be available to you if you have access to releasing data from BASS system. This access is granted separate from BDS. Having Budget Operations access to BDS does not guarantee access to data release.
- **The Delete Previous Submittal Data for Entire Agency field** is only available if data has been released for your agency in the selected budget period previously. The only time you would not check this box is if you are submitting a particular decision package and do not wish to start with a fresh set of data on the OFM side.

Appendix 2 – Pre-Release Edits

Funds	Invalid Funds: 239; 406; 427; 429; 996 (except for FTEs); 999	Critical
Appropriation Type	Invalid appropriation types: 3, 4, 9	Critical
Decision Package Code/Title	Numeric package codes not allowed for ML and PL level packages (<i>except DSHS and OFM assigned codes</i>) OFM assigned codes will have OFM reserved title.	Warning
Narrative (Agency Level)	Recommendation Summary Text required at the agency level (<i>exception follows</i>).	Critical
Narrative (Program Level)	Recommendation Summary Text is required at the program level for the following agencies: DSHS, DOT	Critical
Narrative (all other text)	Users will receive a warning if not all of the categories contain text. OFM will require that these categories be addressed in the printed decision package.	Warning
Narrative (exceptions)	The following decision packages do not require narrative: Revenue only decision packages Codes 9C, 90, 91, 92, 98, 99, 9D, 9I, 9Z	No message
FTEs	The following agencies must have transportation FTEs identified by a transportation fund: DOL, WSP	No message
Decision Package Titles	Only one title per decision package is allowed per biennium in both the OFM system (WinSum) and BDS. A critical error does not allow release of a decision package where a code has different titles in each system.	Critical
Maintenance Level Total by Activity	The total maintenance level total budget must match the activity totals at maintenance level.	Critical
Performance Level Decision Packages by Activity	Performance level decision packages must provide activity information for each increment.	Critical
M2-9Z Recast to Activity decision package	Decision Package M2-9Z Recast to Activity must have a net balance of zero.	Critical

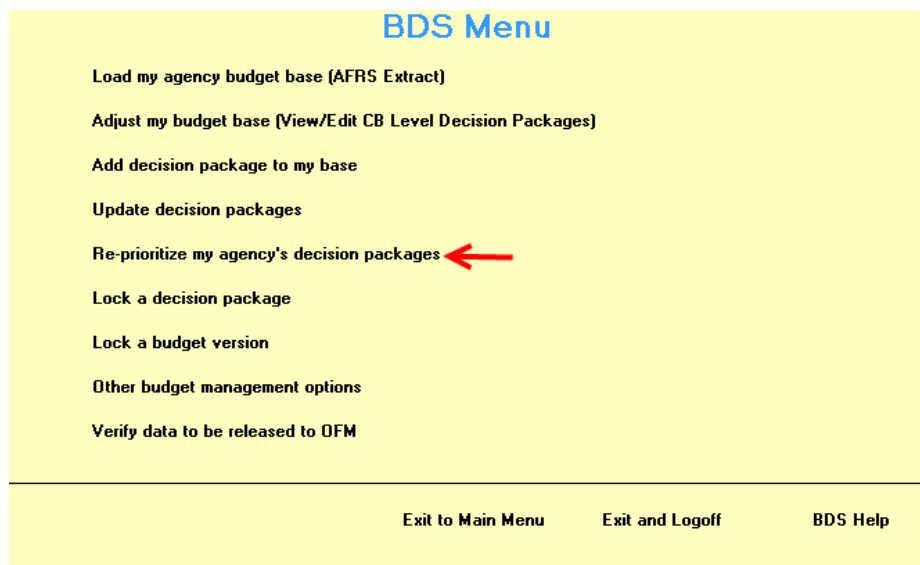
Activities without estimates	Activity XXX that do not have incremental estimates tied (or maintenance level cumulative) should not be sent to OFM.	Warning
Activities without performance measures or expected results	Activity XX – TITLE does not have performance measures or expected results identified. Please update the activity description to include these items. Note: When using performance measure, the performance measure must be an “Active” Performance Measure and the Usage Type must be “Budget” in the Performance Measure Management System.	Critical
9Z for Regular Budget	9Z Recast to Activity decision package must be budget level M2 for regular budget.	Critical
Carry-forward Level check	Fund & FTE data will be compared to OFM as a total for the agency for agencies that submit at the agency level. Fund & FTE data will be compared to OFM as a total for the agency/program for the agencies that submit at the program level. (Subprogram level for DSHS JR, MH and DD.) DOL and WSP will be compared at the agency total for all funds.	Critical
Federal Funds Match	Total estimates expenditures for Federal Dollars, Fund/AT 001-2, of \$1,800,000 has a variance from the estimated revenues in Fund 001, Major Source 03 Federal of \$500,000 for a difference of - \$1,300,000. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Private/Local Match	Total estimated expenditures for Private/Local dollars, Fund/AT 001-7, of \$1,800,000 has a variance from the estimated revenues in Fund 001, Major Source 05 Federal of \$500,000 for a difference of -\$1,300,000. Generally, estimated expenditures and revenues must net to zero at the statewide level for federal funds.	Warning
Special Major Source/Source	Major Source 04, Source 01 is not a valid revenue source for your agency.	Warning
Performance Measures does not exist with a status of Approved or Under Review or is not an active performance measure	Performance Measure XXX has not been released to OFM. Performance Measures that are linked to Activities in this version, with Usage Type of “Budget” must be active performance measures and must be released to OFM prior to releasing the BDS version. Alternatively you may unlink this performance measure from the Activity.	Critical
OFM Activities	OFM has activities that begin with ZZ and are for their use only.	Critical

Appendix 3 – Common Submittal Errors and their Remedies

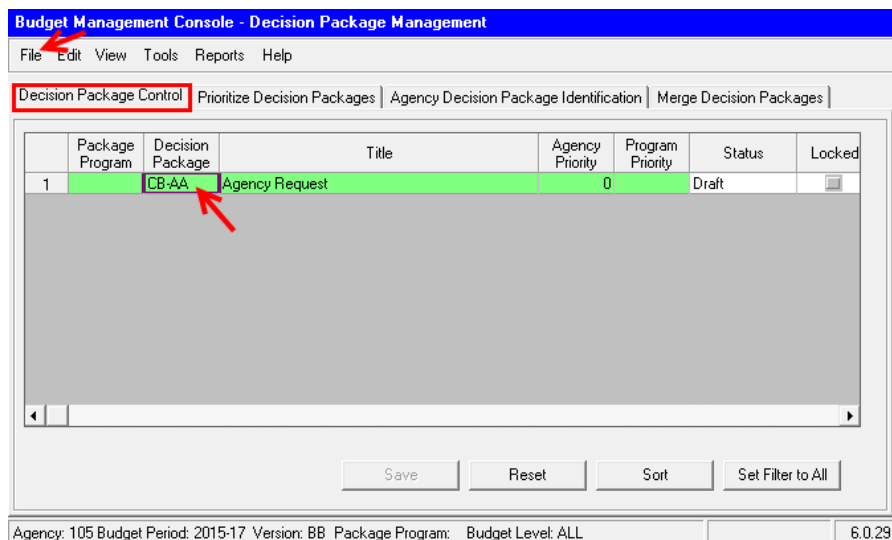
Critical Errors (must be fixed before data will release to OFM)

Recommendation Summary Text required at the Agency Level.

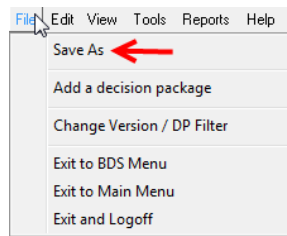
- Most agencies are required to submit Recommendation Summary text at the agency level. You must have entered narrative on the Agency Level tab in the Decision Package narrative tab set. If you built your decision package at a program level for **Package Program**, your narrative was entered at that program level. You must save the decision package as agency level and enter agency level text.
 - Use the **Save As** feature to copy the decision package to a new package program.
 - **Delete** the original decision package. See below:
- Select **Re-prioritize my agency's decision packages**



- Select **Decision Package Control**
- Select the **Decision Package** you are trying to copy
- Select **File**



- Select **Save As**



- Select your new **Budget Level** and/or **Decision Package Code**, **Save**

Note: You can use the same DP as you are trying to copy from by selecting **Used for this Version**

 A screenshot of the 'Save Decision Package' dialog box. It contains the following fields and options:

- Budget Period:** 2015-17
- Version:** BB - 2015-17 Biennial Budget Rec (highlighted with a red arrow)
- Budget Level:** M1 - Mandatory Caseload and Enr
- Decision Package Code:** M1K9 (highlighted with a red box)
- View Decision Package Codes:** A list with radio buttons for 'Used for this Version' and 'Available for this Version'. The list contains K7, K8, K9 (highlighted with a red arrow), L0, L1, L2. A note below says '* indicates reusable codes'.
- Package Program:** Agency Level
- Package Title:** Agency Request
- Package Long Title:** (empty text area)
- ☐ Open this decision package after Save. Decision package filter will be modified.
- ☒ Include Data
- ☒ Include Text
- ☐ Reverse Signs (highlighted with a red arrow)
- Buttons:** Save (highlighted with a red arrow), Cancel

- Click **Yes, OK** and exit the box
- Delete the **Decision Package** that you do not want

Budget Management Console - Decision Package Management							
File Edit View Tools Reports Help							
Decision Package Control Prioritize Decision Packages Agency Decision Package Identification Merge Decision Packages							
	Package Program	Decision Package	Agency Priority	Program Priority	Status	Locked	Delete
1	CB-AA	0	0	Draft		<input type="checkbox"/>	<input checked="" type="checkbox"/> (highlighted with a red arrow)
2	M1-K9	0	0	Draft		<input type="checkbox"/>	<input type="checkbox"/>

☒ Save (highlighted with a red arrow)

Agency: 105 Budget Period: 2015-17 Version: BB Package Program: Budget Level: ALL 6.0.29

Fund Detail data is not at the program level.

- Your agency is required to submit data at the program level yet no program has been identified with the data in this decision package.
 - Use Affected Programs to change the data so it is recorded at the program level.
 - Delete all agency level data to ensure your decision package is not erroneously inflated.

Fund code 'XXX', used in the Fund (FTE or Revenue) Detail grid, is not valid.

- The listed fund in this decision package is not valid for the current budget period.

Major Source Code '99' (and/or) Source Code '99', used in the Revenue Detail grid, is not valid.

- Revenue for this decision package has been recorded using the default code(s) of Major Source 99 and/or Source Code 99.
- Go to the Revenue section of the decision package console and add revenue to the appropriate Major Source/Source code. Delete the revenue row for Major Source 99 and/or Source Code 99.

Warnings (Does not conform to OFM recommendations, data release NOT prohibited)

Decision package must be linked to at least one goal.

- Maintenance Level decision packages must be linked to a goal. Performance measure decision packages must be linked to a goal that has active performance measures.
 - Go to the Performance Measure section of the decision package console and check to identify goals that the decision package supports.

Decision Package id cannot be numeric.

- Decision Package Ids should not be numeric unless approved by OFM in advanced.
 - Use the Save As feature, described above, to copy the decision package to a new decision package ID.
 - Delete the original decision package.

No Narrative for: (Package description)(Strategic plan)(Reason for change)(Client impact)(Other program impact)(Capital Relationship)(Required changes)(Alternatives)(Future impact)(One time ongoing)(Non funding impact)(Expenditure Calculations)

- Indicates that narrative categories were omitted in the Narrative section of the decision package console. OFM requires all categories be addressed in the final printed decision package.
 - Go to the Narrative section of the decision package console and add narrative for each category.

Decision package has no data.

- The decision package has no fund or FTE data. The decision package ID and title will be transmitted to OFM.
 - Go to the Expenditure Detail Amounts section of the decision package console to enter expenditure estimates.

Appendix 4 – Report Samples

Recommendation Summary

Agency: 105 Office of Financial Management

10:12:54AM

11/5/2014

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
2013-15 Current Biennium Total	211.7	35,976	85,787	121,763
CL AD Carry Forward Level Adjustments		900	(22)	878
Total Carry Forward Level	211.7	36,876	85,765	122,641
Percent Change from Current Biennium		2.5%	.0%	.7%
M1 90 Maintenance Level Revenue				
Carry Forward plus Workload Changes	211.7	36,876	85,765	122,641
Percent Change from Current Biennium		2.5%	.0%	.7%
M2 AE Increased Permit Sales	3.5	46	16	62
Total Maintenance Level	215.2	36,922	85,781	122,703
Percent Change from Current Biennium	1.7%	2.6%	.0%	.8%
PL A3 Replace Technology	6.0	600		600
PL Y6 Increase Training	6.0	600		600
Subtotal - Performance Level Changes	12.0	1,200		1,200
2015-17 Total Proposed Budget	227.2	38,122	85,781	123,903
Percent Change from Current Biennium	7.3%	6.0%	.0%	1.8%

105 - Office of Financial Management

A001 Accounting Services for Other Agencies

The Office of Financial Management (OFM) provides comprehensive, cost-effective accounting, budgeting, and payroll services to small agencies. Small Agency Client Services (SACS) serves as the fiscal officer, financial advisor, budget officer, and service coordinator for these agencies.

Program 010 - Administration

Account	FY 2016	FY 2017	Biennial Total
FTE			
419-6 Non-Appropriated	5.0	5.0	5.0
419 Data Processing Revolving Account			
419-6 Non-Appropriated	\$1,483,998	\$1,776,802	\$3,260,800
001 General Fund			
001-1 State	\$(250,000)	\$(250,000)	\$(500,000)

Statewide Result Area: Efficient, Effective and Accountable Government

Statewide Strategy: Safeguard and manage public funds

Expected Results

Dollar and FTE staff savings for the state. Small agencies can focus their efforts on achieving their missions and goals. Maintain current clients who refer SACS to others.

A002 Administrative Activity

The administrative activity represents the OFM Director's Office. Staff includes the director, deputy director, legislative liaison, communications director and legal counsel

2015-17 Agency Budget Levels by Program

Agency: 105 Office of Financial Management

11/5/2014

Dollars in Thousands

10:10:12AM

	Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Program: *** Blank - Data not at program level ***								
FTEs					2.5	4.5	14.5	16.5
FTEs-Annual Average						3.5		15.5
Fund - Appropriation Type								
001-1 General Fund - Basic Account-State	10	10	310	610	332	634	832	1,334
001-2 General Fund - Basic Account-Federal			(12)	(10)	(3)	(3)	(3)	(3)
Total All Funds - Program Blank	10	10	298	600	329	631	829	1,331
Biennial Total All Funds - Program Blank		20		898		960		2,160
Program: 010 Administration								
FTEs	7.8	7.8	7.8	7.8	7.8	7.8	7.8	7.8
FTEs-Annual Average		7.8		7.8		7.8		7.8
Fund - Appropriation Type								
001-1 General Fund - Basic Account-State	2,292	2,363	2,292	2,363	2,292	2,363	2,292	2,363
Biennial Total All Funds - Program 010		4,655		4,655		4,655		4,655
Program: 020 Budget								
FTEs	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0
FTEs-Annual Average		34.0		34.0		34.0		34.0
Fund - Appropriation Type								
001-1 General Fund - Basic Account-State	3,877	3,886	3,877	3,886	3,877	3,886	3,877	3,886
108-1 Motor Vehicle Account-State	182	182	182	182	182	182	182	182
Total All Funds - Program 020	4,059	4,068	4,059	4,068	4,059	4,068	4,059	4,068
Biennial Total All Funds - Program 020		8,127		8,127		8,127		8,127

 State of Washington
 Summarized Revenue by Account and Source

 Budget Period: 2015-17
 Dollars in thousands
 105 - Office of Financial Management
 Agency Level
 15 - 2015-17 Biennial Budget Request
 Supporting Text Excluded

11/5/2014

10:08AM

	Maintenance Level		Performance Level		Biennium Totals		
	FY2016	FY2017	FY2016	FY2017	FY2016	FY2017	Total
001 - General Fund							
Total - 0101 - Retail Sales Tax - S	10	10			10	10	20
001 - General Fund - State	10	10			10	10	20
Total - 001 - General Fund	10	10			10	10	20
003 - Architects' License							
Total - 0249 - Landscape Architects - S	200	200			200	200	400
003 - Architects' License - State	200	200			200	200	400
Total - 003 - Architects' License	200	200			200	200	400
419 - Data Processing Rev							
Total - 0450 - Sales/Goods & Supply - S	1,500	1,500			1,500	1,500	3,000
419 - Data Processing Rev - State	1,500	1,500			1,500	1,500	3,000
Total - 419 - Data Processing Rev	1,500	1,500			1,500	1,500	3,000
105 - Office of Financial Management - State							
Total - 105 - Office of Financial Management	1,710	1,710			1,710	1,710	3,420

Budget Period: 2015-17
 Agency: 105 Office of Financial Management
 Version: 15 2015-17 Biennial Budget Request

11/05/2014
 10:03:52AM
 Page: 1

		FUND ADMINISTRATOR AGENCY ONLY	FUND ADMINISTRATOR AGENCY ONLY
		RECOMMENDED ENDING FUND BALANCE	RECOMMENDED ENDING FUND BALANCE
FUND	FUND TITLE	Current Biennium	Ensuing Biennium
419	Data Processing Revolving Account	1,000,000	1,000,000

**Agency Performance Measure
 Incremental Estimates for the Biennial Budget**

Agency: 105 Office of Financial Management Budget Period: 2015-17

Activity: A005 Enterprise Financial Systems Support

Output Measures 001647 Number of OFM helpdesk work orders (calls and emails) closed per month.

PL	A3	Replace Technology	<u>FY 2016</u> 100.00	<u>FY 2017</u> 100.00
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Increase understanding of workload demand for resource planning purposes.

Process - Efficiency Mea 001643 Percent of projects delivered on time per approved baseline schedule.

PL	Y6	Increase Training	<u>FY 2016</u> 10.00%	<u>FY 2017</u> 10.00%
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Improve the ability to create realistic plans, schedules and estimates. On time delivery builds credibility with our business owners.

Process - Efficiency Mea 001645 The number of defects found during QA Testing for changes made to the OFM accounting systems per month.

PL	A3	Replace Technology	<u>FY 2016</u> 30.00	<u>FY 2017</u> 30.00
PL	Y6	Increase Training	50.00	50.00

Minimize coding errors prior to QA testing.

Input Measures 001646 Number of OFM Help Desk work orders (calls and emails) opened per month.

PL	A3	Replace Technology	<u>FY 2016</u> 50.00	<u>FY 2017</u> 50.00
PL	Y6	Increase Training	5.00	5.00

Increase understanding of workload demand for resource planning purposes.